

# Thomas Kirsch

example@myemail.com

(098) 765-4321

456 My Street, San  
Diego, CA 76543,

Beau Fergusson  
Downtown Dentistry Services  
123 Your Street,  
Houston, TX 12345  
(123) 456-7890  
example@youremail.com

[month, day, year]

Dear Mr. Fergusson,

Easing fears and transforming smiles is rewarding to me as a dental assistant. According to Google reviews of my current employer, patients from ages seven to 90 have less anxiety about dental visits because of my cheerful, skilled care. I'd love to bring similar success to your growing practice at Downtown Dentistry.

During my three years in this amazing career, I've taken great pride in going the extra mile for my patients, team and community. I help cultivate an upbeat atmosphere and attitude toward the dentist's office by:

- Playing patients' favorite music before and during a procedure
- Volunteering for unpopular tasks, as commended by the office manager
- Giving dental hygiene presentations at one of the local Boys and Girls Club, from which 20 families have started coming to my current employer for regular dental care.

I'm eager to add my recent education, commitment to learning, and passion for service to the team at Downtown Dentistry Services. Please contact me to set up an interview to discuss how I can help further your office's reputation for superior care.

Respectfully,

Thomas Kirsch

P.S. I'd also be happy to share how I use art to calm patients.