**SAMPLE STUDENT**

Palatine, IL 60067

847.555.1212

sstudent@gmail.com

[www.linkedin.com/in/samplestudent](http://www.linkedin.com/in/samplestudent)

**Registered Dental Hygienist**

**LICENSURE / CERTIFICATION**

Registered Dental Hygienist, Illinois Department of Professional Regulation, License #XXXX

Basic Life Support (BLS) for Healthcare Providers Certification –

American Heart Association

**PROFESSIONAL EXPERIENCE**

Allied Dental, Palatine, IL July 20xx to Present

**Dental Hygienist**

* Evaluate overall oral health by examining oral cavity for signs of periodontal disease or possible cancers including sores, recessed and bleeding gums and oral lesions
* Document dental history and complaints and report pertinent information to dental staff
* Perform oral hygiene procedures in accordance with treatment plans including prophylaxis, periodontal scaling, root planing, debridement, application of fluoride treatments and protective sealants
* Procure and process dental x-rays
* Provide education to patients regarding oral hygiene and preventative oral care
* Prepare dental equipment and instruments
* Assist with or institute emergency measures for sudden adverse developments during treatments of patients

SK Dentistry**,** Palatine, IL August 20xx to June 20xx

**Front Desk Assistant**

* Greeted patients, answered telephones, directed calls and scheduled appointments
* Received payments and recorded receipts for services
* Maintained and updated filing, inventory, mailing, and database systems
* Ordered and monitored dental supplies and equipment inventory
* Prepared treatment rooms for patient examinations and kept rooms neat and clean
* Opened, sorted, and routed incoming mail, answered correspondence, and prepared outgoing mail
* Reviewed files, records, and other documents to obtain information to respond to requests

**SKILLS**

Dentrix

Microsoft Office: Word, Excel, PowerPoint and Outlook

**EDUCATION**

Harper College, Palatine, IL

Associate in Applied Science, Dental Hygiene May 20xx

**PROFESSIONAL AFFILIATIONS**

**American Dental Hygienists' Association (ADHA)**

**Illinois Dental Hygienists’ Association (IDHA)**