

SAMPLE STUDENT

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April 7, 20xx

Hiring Manager
Happy Smiles Dental
1200 West Algonquin Road
Palatine, IL 60067

Dear Hiring Manager,

I am applying for the **Dental Hygienist** position at Happy Smiles Dental, which was posted on Harper College's online job posting system, Hire a Hawk. I welcome the opportunity to apply my training and experience along with my passion for educating and motivating patients to achieve optimal oral health.

As you can see from my resume, I am a Registered Dental Hygienist and have an Associate of Applied Science in Dental Hygiene. My additional qualifications include:

- Experience providing direct care, education and planning to patients on proper oral hygiene, disease, procedures and treatment
- Ability to perform a full range of established dental hygienist protocols and procedures
- Evaluation and documentation of patients' overall oral health history
- Treating patients with generalized advanced periodontal disease
- Skilled in performing full range clinical hygiene functions as well as room set up and sterilization procedures
- Fluent in Spanish and English

I look forward to an opportunity to meet with you to discuss my qualifications or to answer any questions at your convenience. Thank you for your time and consideration.

Sincerely,

Sample Student