

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Dental Clinic's Name]  
[Clinic's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the Dental Assistant position at [Dental Clinic's Name], as advertised on [where you found the job listing]. With a Dental Assistant certification from [Your Institution] and [number] years of experience, I am confident in my ability to provide excellent patient care and support your dental team.

In my previous role at [Previous Clinic], I was responsible for [specific duties], which has equipped me with the skills necessary to excel in this role. I am particularly drawn to [Clinic's Name] because of its [specific reason related to the clinic], and I am eager to contribute to your team's success.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills align with your needs.

Sincerely,  
[Your Name]