

# DENTAL RECEPTIONIST COVER LETTER

[Date]

[Hiring Manager's Name]

[Company Address]

[Company Phone/Email]

Dear [Mr./Mrs.] [Hiring Manager's Name],

As a detail-oriented, goal-focused, and established Dental Receptionist with experience in handling patients on a daily basis, I read your posting at [where you find the job] with delight. I am writing this letter to express my application for the position, and i guarantee you that i can offer more for your company.

Combining my [bachelor's degree] in [your major] with my [your experience] years of experience as a Dental Receptionist, I was able to perform exceptional duties that greatly help the companies that I have worked for. I was a Dental Receptionist at [your company before 1], coping with the working environment's fast pace in handling patients daily. I have dealt with the billing statements and insurance eligibility checking of the patients at [your company before 2]. On top of that, I was the Dental Receptionist at [your company before 3], catering patients, and maintaining the cleanliness and orderliness of the entire dental office based on hygiene standards.

I believe that we have one common goal, which is to provide the best customer service quality. If you tend to find my application appealing, do not hesitate to contact me through the details below.

Respectfully,

[your name]

[phone number]

[email]