

123 West Street
Endicott, NY 13760
October 25, 2024

Lisa Pickles, Operations Manager
United Dental
56 Reynolds Road
Binghamton, NY 13901

Dear Ms. Pickles,

I would like to apply for the Clinical Hygiene Assistant position at United Dental. I am two credits away from completing my Health Science degree at SUNY Broome, and am excited to begin my career in dental health. I would love to bring my attention to detail, enthusiasm, and reliability to the United Dental team.

Within my degree program, I have completed courses in medical terminology, chemistry, biology, nutrition, and more. I also bring with me skills from my time in retail and food service, including problem-solving, critical thinking, and how to remain calm and collected while handling difficult customers.

I am excited to explore how my skill set can add to a fast-paced, hands-on work environment like United Dental.

Thank you for your consideration – I will follow up with you next week.

Sincerely,

A handwritten signature in black ink that reads "Katie Dotson". The signature is written in a cursive, flowing style.

Katie Dotson