James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject– Dental Receptionist cover letter

Dear

I'm writing to submit an application for the dental receptionist position at [Mention the name of the company] that was posted on your website last week.

I possess the abilities, passion, and skills necessary to carry out this job effectively, and I'm eager to use them to increase [Mention the name of the company] productivity and success.

Your job posting is looking for a motivated receptionist with experience running the front desk.

I have acquired the skills necessary to welcome clients, take phone calls, schedule appointments, post patient information, create dental records, pull files and build charts, and check insurance benefits through my practical experiences.

Additionally, I have extensive experience assisting with the delivery of dental care services and ensuring that the front office runs smoothly.

I am exactly the kind of organized, amiable person you are looking for. I am an expert user of the [Mention the name] and [Mention the name] softwares and have

experience managing a [Mention the number] line phone system as a dental receptionist.

I also have a pleasant speaking tone and superior oral and written communication abilities.

I have a strong ability to work with a diverse and multicultural population thanks to my fluency in both [Mention the language].

I also have outstanding verbal and written communication skills. My qualifications and skills are outlined in the resume that is attached.

I'm a motivated dental receptionist, and I'd like to meet with you to go over my credentials in more detail.

I'll get in touch with you the following week to ask if my application was received. Call me if you have any questions in the interim.

I appreciate you taking the time to speak with me, and I hope to see you soon.

Sincerely,

James Brown

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be]