Adam Smith

London, England

07123456789

adamsmith@live.co.uk

**For the attention of [name of person] at [name of dental practice]**

**Subject:** *Trainee Dental Nurse*

Dear (address it to the Practice Manager, owner, head dentist or hiring Manager)

Having seen your advertisement for the position of *Trainee Dental Nurse*, I am writing to outline my genuine passion, knowledge, and skillset in the applicable field.

I am currently enrolled on an NEBDN Level 3 Dental Nursing course with Learndirect wishing to pursue Dental Nursing as a career. Therefore, using all the time I have spare to gather experience and knowledge in the field of Dental Nursing to better my career decision and help strengthen my prospect of becoming a fully qualified Dental Nurse.

Prior to that, I graduated with a bachelor’s degree in International Business from Bournemouth University in 2010. In addition to that, I have gained extensive experience in both the administrative and customer service industries through several employment opportunities spanning across nine years.

My key personal qualities include excellent communication skills, precise organisation, and an ability to think critically. I am also confident in my capacity to meet deadlines, work beyond the call of duty, and always put the customer first.

Likewise, my understanding of relevant industry IT software like Microsoft Office, Outlook, and Google Drive ensures all work complies to deadlines and customer satisfaction. Furthermore, my past employers have vastly commended me for advancing overall performance in several different roles.

Consequently, I am currently looking for a challenging position, and ultimately believe this role is the subsequent career progression that my aspirations and experience warrants. In addition, I feel my extensive skillset will enable me to meet all inherent targets immediately and promptly concoct the necessities of the position.

Please do not hesitate to contact me at 07123456789 or adamsmith@live.co.uk so we can arrange an interview to discuss my application in greater depth.

Thank you for your consideration. I look forward to hearing from you soon.

Yours faithfully,

Adam Smith