**Your Name**

Your Email

Contact number

Dear …. at …. Dental Practice  (- name of the Manager + dental practice you are applying to. PLEASE do not use ‘to whom it may concern’ or Dear Sir/Madam’.)

I am sending you this cover letter and CV with regards to the Dental Nursing position available at your practice OR that might be available at your practice (-chose the first one if you know they are looking for a nurse OR the second if you are just dropping your CV on the off-chance!)

I am a trainee dental nurse currently studying for my NEBDN Diploma in Dental Nursing Level 3 with SmileWisdom Academy of Dentistry and Dental Nursing, in Central London at the BDA on Wimpole Street.

My previous work experience… - write something about your past experience that you think can help you when you start working as a dental nurse and relate any skills you have learnt in the past that you think might help you be a good dental nurse. Don’t worry if you don’t have any experience in healthcare: e.g. if you worked in a coffee shop you could use an example of your great customer service skills and friendly approach to people and task prioritisation skills, if you worked as an admin you can use your excellent time management skills, if you worked in retail you can say you have good eye for detail and you are organised… working as a nurse is so versatile that virtually any skills you have are transferrable – just use them!

I am  (please describe aspects of your personality / qualities you have that would make you a good dental nurse )

I chose a career in dental nursing because …. (- write in your own words, 3-4 lines minimum). Tip: Try to really think it through. Answering this question will probably be the most important aspect of your cover letter.

I would really appreciate the chance to share my skills and enthusiasm with you.

Please find attached my CV, which I believe shows my suitability for the role. If you would like to discuss my application please call me on ….. or email me …… .

I can make myself available for interview at a time convenient for yourselves.

Yours sincerely,

Your Name

Trainee Dental Nurse