Dear Student, feel free to use one of the below templates to send job applications via email

You can also pick-and-mix any text you like from the two templates to help you create your own, unique message 😊

Edit where highlighted in yellow, and then remove all the highlights.

**Template 1 – when you know that the practice is looking for a Trainee:**

Dear [… - insert name of manager/principal dentist] at [insert name of dental practice]

I am very interested in applying for the Trainee Dental Nurse position available at your practice.

I am currently studying for my NEBDN Diploma in Dental Nursing with Learndirect / SmileWisdom Academy.

I have attached my CV for your kind consideration, and I would welcome an opportunity to answer any questions you might have in regard to my application.

I am available to speak on the phone or via email, and I can make myself available for an interview at any time that is suitable to you and your practice.

Thank you in advance for considering my application.

Kind regards,

[Your full name]

**Template 2 – when you want to send your CV to a practice in a hope they might have a vacancy:**

Dear [… - insert name of manager/principal dentist] at [insert name of dental practice]

My name is [your name] and I am a student dental nurse, studying for my NEBDN Diploma in Dental Nursing with Learndirect / SmileWisdom Academy.

I am looking for a job as a trainee dental nurse and I am contacting your practice to enquire whether you might have any vacancies at the moment.

I am available to start [say when, e.g. next week/next month/as soon as possible] and looking to work [use whichever one applies to you: part time or full time].

I am already gaining theory knowledge of dentistry through my college and home studies, and I am very eager to learn practical skills and get hands-on experience in dental nursing. I am a quick learner and would love the opportunity to work at your practice and become an asset to your team through my hard work, commitment and dedication.

If your practice might be looking for a dental nurse then I would love to hear from you and discuss my application. I have attached my CV for your kind consideration.

Yours faithfully,

[your name]