

Greensboro, Jan 3, 2021

Sonya R Meyer
Dentistry Practice Owner
Meyer Dentists
4395 Barrington Court
West Memphis, AR, 72301

Dear Sonya,

I noticed the job posting for a dental hygienist in the window of your clinic, and I was strongly driven to apply instantly. As a dental hygienist with 4+ years' experience and certifications in four handed dentistry, I believe I have the skills to be the second pair of eyes and hands of a dentist as excellent as yourself.

You wrote that you are searching for an employee who will not require extensive training, that is already experienced and proven. I hold an Associate's degree in dental hygiene from University of Alaska Anchorage, where I graduated with a 3.8 GPA. Later, I got certified with the DANB all the way to Certified Orthodontic Assisting level, meaning I have passed exams in Radiation Health and Safety, Infection Control, and advanced four-handed dentistry. In my current position as a dental assistant at Morgan Dentistry, I practice four-handed dentistry with Dr. Selleck for up to 20 appointments a day, ranging from 15 to 120 minutes. By developing efficient preparation and cleanup protocols, I have managed to cut downtime between appointments by almost half. This allowed me and the dentist to use this time to rest, and provide a safe and efficient treatment afterwards, instead of scrambling and rushing from one patient to the next. We have also cut down the average time taken for bridges and implants by around 15%, or 12 minutes. I believe I am the dynamic candidate you are looking for to combine with your tenured expertise.

The reason why I am so excited about applying to work at Jones Dentists is that I know how much time you commit to employee development. You pride yourself on being among the best, and I really respect that you are willing to bring all your employees up to your high standards. This is why I believe that assuming the position of your dental hygienist is the perfect opportunity for me.

When could we connect to talk about how I can help you incorporate more efficient preparation and cleanup protocols to save your valuable time?

Best Regards,

Dana Robertson
336-460-2051
d.robertson@resumelab.com

PS I'm also eager to tell you about how I kept my X-ray error rate below 3%.

Dana Robertson

Dental Hygienist

Personal Info

Address

27407 Keyser Ridge Road
Greensboro, NC

Phone

336-460-2051

E-mail

d.robertson@resumelab.com

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Eric Hoke



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Includes advice on addressing government selection criteria Features ten ways to turn off a recruiter and ten tips for the perfect presentation No matter how tough the job market is a great resume and cover letter combination will help you get the attention you deserve Writing Resumes and Cover Letters For Dummies gives you all the tools and tips you need to get noticed and get your dream job

Cover Letters & Resumes How to make to likes of hiring managers Gyan Shankar,2023-04-13 This guide book offers a new approach and well marked path to the construction an effective cover letter and r sum and lists steps to take to ensure that your profile is reviewed by both hiring managers and decision makers Reading this compact volume is like getting inside the mind of a hiring manager About Cover Letter in addition to guiding how to construct a winning cover letter provides a number of sample cover letters for freshers to experienced persons for different jobs On resume it covers preparing to write your resume types of resumes how to construct format a winning PDF resume how to write skills in resume and don ts in resume It should be required reading for every job applicant The author presents the information in such a clear concise well organized way You will feel like an experienced friend is helping you through tricky territory in a very candid yet patient and kind way Writing an effective cover letter followed with a powerful resume is perhaps the most challenging part of a securing a job 83% of hiring managers surveyed said they would hire a candidate who sent a strong cover letter A bad cover letter might mean that your application is going directly to the paper shredder Your resume is your handshake your agent and your marketing department rolled into one and this vital document is an indispensable asset that will expedite your job search and make a prospective employer pick up the phone Whether you are applying for the first job or you ve been in the workforce for 20 years a powerful resume will set you apart from the competition and introduce your name with the air of professionalism employers crave Author is an ex Corporate HR Head presently a career consultant He holds the qualifications of MBA PGDBM MA PGD HRD PG Training Development His 15 books are live on google book

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Foundations for Community Health Workers Tim Berthold,Alma Avila,Jennifer Miller,2009-08-13 Foundations for Community Health Workers Foundations for Community Health Workers is a training resource for client and community centered public health practitioners with an emphasis on promoting health equality Based on City College of San Francisco s CHW Certificate Program it begins with an overview of the historic and political context informing the practice of community health workers The second section of the book addresses core competencies for working with individual clients such as behavior change counseling and case management and practitioner development topics such as ethics stress management and conflict resolution The book s final section covers skills for practice at the group and community levels such as conducting health outreach and facilitating community organizing and advocacy Praise for Foundations for Community Health Workers This book is the first of its kind a manual of core competencies and curricula for training community health workers Covering topics from health inequalities to patient centered counseling this book is a tremendous resource for both scholars of and practitioners in the field of community based medicine It also marks a great step forward in any setting rich or poor in which it is imperative to reduce health disparities and promote genuine health and well being Paul E Farmer MD PhD Maude and Lillian Presley Professor of Social Medicine in the Department of Global Health and Social Medicine at Harvard Medical School founding director Partners In Health This book is based on the contributions of experienced CHWs and advocates of the field I am confident that it will serve as an inspiration for many CHW training programs Yvonne Lacey CHW former coordinator Black Infant Health Program City of Berkeley Health Department former chair CHW Special Interest Group for the APHA This book masterfully integrates the knowledge skills and abilities required of a CHW through storytelling and real life case examples This simple and elegant approach brings to life the intricacies of the work and espouses the spirit of the role that is so critical to eliminating disparities a true model educational approach to emulate Gayle Tang MSN RN director National Linguistic and Cultural Programs National Diversity Kaiser Permanente Finally we have a competency based textbook for community health worker education well informed by seasoned CHWs themselves as well as expert contributors Donald E Proulx CHW National Education Collaborative University of Arizona

A Recruiter's Guide to Job Hunting Eric Knott,2012-03 Written by a seasoned recruiting leader this guide goes beyond job hunting basics to provide candidates with specific effective strategies to get noticed With a straight forward approach Eric Knott reveals the tactics clever job seekers use to stand out from the crowd and gain access to recruiters and hiring managers Learn how to

truly integrate social media into your search Discover how students even returning students are able to gain unique access to recruiters and hiring managers allowing them to get to the front of the job hunting line Manage unemployment or changing careers so they don't hinder your job hunt Leverage job fairs and networking opportunities to gain access to decision makers Effectively use community and professional associations to advance your search Prepare for the most current approaches to interviewing learning how to effectively navigate phone screens face to face interviews and the job offer Get the details on free online resources that provide good information for candidates and those that provide the best Gain perspective in how to vet schools as well as degree and certification programs And the list goes on With the number of candidates vying for each position this valuable resource empowers you to get ahead of the masses and get results in your search *Real-resumes for Career Changers* Anne McKinney, 2000 Writing a career change resume is the most complex of resumes to write Using actual resumes and covering letters the editor of this series shows the reader how to consider new opportunities and how to communicate past experience in a way that builds bridges to new careers **How to Write It, Third Edition** Sandra E. Lamb, 2011-08-30 Write personal and professional communications with clarity confidence and style How to Write It is the essential resource for eloquent personal and professional self expression Award winning journalist Sandra E Lamb transforms even reluctant scribblers into articulate wordsmiths by providing compelling examples of nearly every type and form of written communication Completely updated and expanded the new third edition offers hundreds of handy word phrase and sentence lists precisely crafted sample paragraphs and professionally designed document layouts How to Write It is a must own for students teachers authors journalists bloggers managers and anyone who doesn't have time to wade through a massive style guide but needs a friendly desk reference **Getting an IT Help Desk Job For Dummies** Tyler Regas, 2015-04-15 Stand out in one of IT's fastest growing job markets If you're looking for a job in IT the help desk is the heart and soul of most IT operations and an excellent starting point for a promising career With the help of Getting an IT Help Desk Job For Dummies you'll gain the knowledge and know how to cut through the confusion of navigating the Information Technology job market IT can be intimidating to hopeful yet inexperienced job candidates but this guide will help you find and land the job of your dreams Through easy to follow explanations authoritative information and a bit of humor Getting an IT Help Desk Job For Dummies serves as your thorough and approachable guide to maximizing your competitive edge in this booming market The IT job market has continued to expand as technology matures and deepens its roots in business operations This is good news for you However it makes it that much harder to get a job in IT as recent grads and other professionals are practically stampeding to get their feet in the door of this rapidly expanding industry Luckily Getting an IT Help Desk Job For Dummies gives you an advantage by providing expert instruction on how to score an interview and secure a job offer the skills needed to obtain and maintain an IT position and authoritative information on how to establish a career path in the IT field Explore careers in the IT Help Desk field and establish the path you want to follow Plan for post

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most comprehensive resume guide on the market A must for the successful job search The Adams Resume Almanac 2nd Edition contains everything a candidate needs to know in order to craft a compelling job winning resume Whether a first time job hunter starting with a blank page or a seasoned professional with a long story to tell the candidate will find 600 examples of resumes appropriate to every situation **Market Street Pastor** Eric Hoke,2024-09-26 Pastors want to work hard to

provide for their families be radically generous and build a legacy of ministry that they can be proud of In the modern ministry vocation the only way to do this is to expand vocational options and earn additional income outside of the church The problem is that pastors have only ever worked in churches and have no idea how to message their valuable skills in a way that makes sense to hiring managers in the open marketplace As a result they are paralyzed and frustrated because they know that they could break into the workforce earn more money and meet community members outside the church but don t know where to start on the job hunt Eric Hoke understands how difficult it is to change industries and move from being a pastor to a marketplace professional because he did it in New York City where he spent ten years living and ministering as a church planter while also working in Manhattan for profits Hoke has helped thousands of others to do the same through a proven five step process that helps pastors break into the marketplace and build a ministry of sustainability **Nursing Resume Templates and Job Guide** by Nurse Sarah Nurse Sarah,2023-11-05 Nursing Resume Templates and Job Guide by

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Supervision in the Hospitality Industry John R. Walker, Jack E. Miller, 2015-12-29 Supervision in the Hospitality Industry 8th Edition focuses on the different roles of employees from beginning leaders newly promoted supervisor or anyone planning a career in the hospitality field A market leader this text is widely used by thousands of students training for a career in the hospitality industry and current hospitality supervisors alike Supervision is unique in that it does not solely rely on the supervisor s point of view instead it considers the viewpoints of all levels of associates to create an informed picture of management and supervision in the hospitality industry

Mission Transition Janet I. Farley, 2017-10-27 Change is a given in the United States military but the soon to be applied Blended Retirement System is a financial change like no other the military has ever experienced It is a huge deal that will not only affect the wallets of many active duty service members today and certainly 100% of them beginning in 2018 but it could also have a significant impact on future recruiting and retention of our volunteer military force Mission Transition Managing Your Career and Your Retirement is a needed introduction of the military s new Blended Retirement System representing the big shift in how the DoD manages military retirements In the process it encourages service members to adopt the new concept of retirement in the military improve their own financial literacy and assume responsibility for their own retirement planning Finally it provides new civilian job survival tips and strategies for service members in the process of leaving the military for civilian life For those who are contemplating joining the armed forces and who wish to better understand the myriad of changes to the overall military retirement system this is the ideal guide

[Canva For Dummies](#) Jesse Stay, 2025-01-29 The essential guide to the popular beginner friendly graphic design platform Canva For Dummies is a beautiful full color reference covering everything you need to create dazzling visual materials in Canva Free and Pro versions Discover all tools templates and features at the ready plus utilize expert tips and tricks to improve your design and visual communication skills Start with basic functionalities and graphic design principles and then work your way up to more complex design tasks with ease Canva For Dummies also covers Canva s new AI tool Magic Studio so you ll be up to speed on everything this cool app can do Plus the useful case studies and practical design projects inside are sure to ignite your creativity Create effective social media posts presentations brand style guides and everything in between thanks to the helpful guidance in this book Understand the Canva interface and get a primer on graphic design Explore advanced tools and techniques including Canva s new AI tool

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Table of Contents Resume Template Cover Letter Latest

1. Understanding the eBook Resume Template Cover Letter Latest
 - The Rise of Digital Reading Resume Template Cover Letter Latest
 - Advantages of eBooks Over Traditional Books
2. Identifying Resume Template Cover Letter Latest
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Resume Template Cover Letter Latest
 - User-Friendly Interface
4. Exploring eBook Recommendations from Resume Template Cover Letter Latest
 - Personalized Recommendations
 - Resume Template Cover Letter Latest User Reviews and Ratings
 - Resume Template Cover Letter Latest and Bestseller Lists

5. Accessing Resume Template Cover Letter Latest Free and Paid eBooks
 - Resume Template Cover Letter Latest Public Domain eBooks
 - Resume Template Cover Letter Latest eBook Subscription Services
 - Resume Template Cover Letter Latest Budget-Friendly Options
6. Navigating Resume Template Cover Letter Latest eBook Formats
 - ePub, PDF, MOBI, and More
 - Resume Template Cover Letter Latest Compatibility with Devices
 - Resume Template Cover Letter Latest Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Resume Template Cover Letter Latest
 - Highlighting and Note-Taking Resume Template Cover Letter Latest
 - Interactive Elements Resume Template Cover Letter Latest
8. Staying Engaged with Resume Template Cover Letter Latest
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Resume Template Cover Letter Latest
9. Balancing eBooks and Physical Books Resume Template Cover Letter Latest
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Resume Template Cover Letter Latest
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Resume Template Cover Letter Latest
 - Setting Reading Goals Resume Template Cover Letter Latest
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Resume Template Cover Letter Latest
 - Fact-Checking eBook Content of Resume Template Cover Letter Latest
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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