

Dental Office Manager Cover Letter

294 Windler Ways Claudeberg, MO 85875

Dear Finley Mante,

I submit this application to express my sincere interest in the dental office manager position.

In my previous role, I was responsible for oversight to the Dental Assistants in the Dental Urgent Care Clinic and the Dental Xray Technicians in the Radiology Clinic.

Please consider my qualifications and experience:

- Active RDA license
- Previous experience in a dental or orthodontics office
- Previous experience in a dental, medical or orthodontics office
- Orthodontic experience is preferred
- Able to work with management team on goals and objectives
- Handle a fast-paced environment with ever changing tasks
- Leadership role as a manager or lead front desk
- Experience managing a dental office, medical office, or retail sales office

Thank you for considering me to become a member of your team.

Sincerely,

Tatum Okuneva