

Dental Office Manager Cover Letter

516 Thad KnollsGreenfelderburgh, KS 58294-8881

Dear Sutton Harris,

In response to your job posting for dental office manager, I am including this letter and my resume for your review.

Previously, I was responsible for information to dental offices regarding BCBSMA technology tools and resources to strengthen communication with the provider community.

Please consider my qualifications and experience:

- Experience working in a dental, medical, or retail store, strongly preferred
- Experience working in a dental or medical office, preferred
- Experience working in a dental specialty office, preferred
- Excellent leadership skills with team building expertise
- In-depth on-going understanding of the dental industry
- Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Prior management experience in a dental or medical office preferred
- Experience with meeting time sensitive deadlines, continuous improvement initiatives and relevant software applications

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Corey Champlin