

# Dental Office Manager Cover Letter

8518 Shane CirclesTrevafort, MA 41408

**Dear Jordan Larkin,**

Please consider me for the dental office manager opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for chair side dental assisting, when required, as outlined in the Illinois Dental Clinic Team Act.

My experience is an excellent fit for the list of requirements in this job:

- Organize and present payment schedules with patients, when applicable
- Identify areas of improvement and concerns and implement appropriate corrective actions
- Organize, manage and oversee supply purchases, equipment upgrades and operation expenses
- Generate and analyze management reports and present to senior leadership
- Manage patient charts and records according to regulations and Company policies
- Ensure that records are stored securely and in compliance with HIPAA and GCP privacy and security regulations
- Ensure conduct of assigned clinical activities consistent with all applicable regulations, guidelines and policies
- Perform dental office functions to support various in-house projects

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Frankie D'Amore