

# Dental Office Manager Cover Letter

2528 Ruth VistaTranghaven, OR 83470-1484

**Dear Bellamy Gerlach,**

I am excited to be applying for the position of dental office manager. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for denture adjustments, denture relines, and temporary fillings delegated by the dentist and consistent with Kansas Dental Practice Act.

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

- Experience working in a dental, medical office
- Plan, manage and oversee dental operations to ensure excellent patient services, including care to patients and study subjects
- Manage and oversee daily office activities and provide direction and guidance to teams as needed
- Manage execution of clinical research activities and programs in the dental office
- Manage vendors and clinic inventory and work with Operations to ensure efficiencies
- Write, follow and enforce processes and procedures for effective clinic management
- Oversee patient and study appointments, cancellations and last-minute adjustments
- Respond to and resolve patient issues in accordance with Company policies and procedures

**I really appreciate you taking the time to review my application for the position of dental office manager.**

Sincerely,

Armani Blanda