

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Hiring Manager Name]
[Dental Practice Name]
[Practice Address]

Dear [Hiring Manager Name/Dr. Last Name],

I am writing to express my interest in the Medical Receptionist position at [Dental Practice Name] as advertised on [Platform/Source]. With my background in patient coordination and administrative support, I am confident in my ability to contribute to your team's reputation for excellent patient care.

In my previous experience, I have developed strong skills in [mention 2-3 skills, e.g., insurance verification, Dentrix/EagleSoft software, and high-volume scheduling]. I understand that the front desk is the first point of contact for your patients, and I pride myself on maintaining a professional, welcoming atmosphere while efficiently managing office flow and billing procedures.

I am particularly drawn to [Dental Practice Name] because of your commitment to [mention a specific detail about the practice, e.g., pediatric care/advanced cosmetic dentistry]. I am eager to bring my organizational skills and attention to detail to your practice to ensure a seamless experience for every patient.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my experience aligns with the needs of your front office team.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]