

Use as cover letter if mailing or dropping off to office, or use as body of email if sending email to office for internship be sure to include the attachments. (Resume, ins, letter from school) This is only your cover letter, you must attach a resume with this!

Jane Doe
1234 Park Way, Tampa, FL 33578
727.123.4567 email@myemailserver.com

November 4, 2015

RE: Dental Assistant Internship

To Whom It May Concern:

I am currently in a Dental Assistant Training Program at the Academy for Dental Assistants in St. Petersburg. It is a 6 month program: 3 months of clinical training and 3 months of an internship. Once we finish the 3 month Clinical Hands-On Training portion of the Program we are required to complete a 3 month (200 hour) Internship at a local dental office. I will have completed the training on November 16, 2015 and will be ready to begin my internship. I am interested in fulfilling my internship hours with your office to obtain my EFDA and Dental X-ray Certifications. I am flexible on the days and times according to what your office needs. **(or insert your availability)**

I have attached for your review my resume, copy of my professional liability insurance, and a letter from the school Director.

I have worked in the healthcare field **(or insert your current work, Customer Service, Server, etc...)** for many years and enjoy working with the public. My greatest assets are my ability to be adaptable, reliable, and motivated. I feel my excellent communication skills and dedication to hard work will make me a great asset to your office.

I look forward to discussing an internship opportunity with your office.

Sincerely,

Jane Doe

Enclosure