

Springfield, MO 65807

July 11th, 2017

To whom it may concern,

On May 18th 2017, I became a Dental Hygiene graduate with an Associate of Applied Science degree with current state of the art knowledge in dentistry and periodontics. Currently, I also hold an Associate of Applied Science degree in Dental Assisting with Expanded Functions. Now that I have graduated from Ozarks Technical Community College of Dental Hygiene program this year, my plan is to work as a Dental Hygienist in a growing and family oriented office.

Within the program, I have had numerous clinical rotations, where I have treated patients and had use of Eaglesoft. The shadowing hours and hands on experience, through our office rotations, has developed my knowledge of the dental field in a broader and faster pace.

My goal is to become a part of your team to lend my skills. I do believe I could be an asset to your dental team with the skills obtained through my education. During the program, I learned that my strengths define me in the categories of responsibility, developer, relator, restorative, belief, and an achiever. I am current with Basic Life Support, medical emergencies, and vaccinations.

I would very much so like to meet with you so that I can give you a better understanding of my desire to obtain your advertised position. I will be calling your office within the next week to clarify any questions that you may have regarding my resume.

Thank you for your consideration and time,

Sincerely,
Chatel C. Smith

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Enclosures: Resume and references

Chatel Smith, RDH, CDA

417-365-8125

cs0763347@gmail.com

Objective

Anticipated Dental Hygienist seeking full-time employment in a dental office in the Greater Springfield area.

Education

Ozarks Technical Community College	Springfield, MO
Associate of Applied Science in Dental Hygiene	May 2015-2017
Permit in anesthesia administration of block and infiltration	
Permit in nitrous oxide analgesia administration and monitoring	
Associate of Applied Science in Dental Assisting	May 2014-2015
Expanded Functions in Restorative I, Fixed Prosthodontics, Removable Prosthodontics, and Orthodontics	

Dental Hygiene and Dental Assisting Clinical Experiences

Springfield, MO
2013-2017

Ozarks Preferred Dental
Mercy Clinic Oral and Maxillofacial Surgery
Dr. Jody Vance periodontics
Dr. Brad Burks periodontics

Fremont Hills Dental Centre
Dr. Misty Shelton general dentistry

Employment

Price Cutter

Store product management
Financial management
Customer service

Springfield, MO
May 2016- Current

Casey's

Trained and supervised new employees
Store product management
Financial management
Customer service

Gallatin, MO and Springfield, MO
September 2010- March 2016

Membership Associations

American Dental Hygiene Association	2015- Current
Missouri Dental Hygienists' Association	2015- Current
Greater Springfield Dental Hygienists' Association	2015- Current

Community Experience

Ark of The Ozarks: 6+ hours

Springfield, MO
2014-2015

Dental Screenings with OTC

Springfield, MO
2015-2017

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References

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*Additional references available upon request.