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| BHContact2836 Whitefield St.Dearborn Heights, MI, 48127bhammoud100@gmail.com(313) 435-7685 |

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| Batoul Hammoud.DEntal Assistant |

Dr. Hassan OueisChildren's Dental Care • 14710 W. Warren Avenue • Dearborn MI, 48126 January 15, 2020Dear Dr. Hassan Oueis,I read your post for the job opening as a dental assistant at Children’s Dental Care while searching for employment in the dental field. Although I do not have any previous experience in this field, I feel well qualified through my volunteer experiences, to be considered to fill this opening. However, I do understand that you're likely to hear from a variety of applicants. But before you make your final decision, I hope you'll give me an opportunity to speak with you about how I can serve your patients and enhance your service.Although I have yet to be trained as a dental assistant, I have been involved in several events which I have interacted with other people and gained several skills. From volunteering at a Soup Kitchen and retirement home to elementary, middle and high schools as well as mosques and churches, I have become more people-oriented, independent, innovative, and been able to tolerate high stress. Through these various volunteering opportunities, I was able to interact with people of all ages, mentality and backgrounds. I also have technological experiences through computer courses that I was enrolled in as well as the Ford Motor Company Internship that I had. During this time, I gained experience of working with many machines and using several software programs to program cars and other machines. In addition, I was writing reports to several projects that I performed with other employees. Overall, these skills will help me work with the machines and instruments in the office. They will also make it easier for me to complete patient reports and communicate with patients and the doctors, like you. Please contact me at any time if you'd like to schedule an appointment for an in-person meeting or a conversation by phone. I'll be glad to answer any questions you may have. I'm looking forward to speaking with you.Sincerely,Batoul Hammoud. |