

The Cover Letter - Most Common Mistakes I (Dental)

Hiring Manager
Western Dental, San Diego
14 Filmmaker Drive
San Diego, CA 94114

June 1, 2xxx

Dear Hiring Manager:

I am writing in response to Western Dental's **Associate Dentist** opportunity, recently posted on the OCPD job board. As a recent graduate from the University of California, San Francisco's DDS program, I have three years of strong clinical experience in a fast paced private practice setting, and Spanish and Mandarin language skills. As a resident of San Diego for fifteen years, I am committed to returning to the southern California area to serve the health care needs of my local community.

My academic and clinical training gave me a strong foundation and lots of experience triaging patients, conducting interviews and taking histories, conducting dental and oral cancer screenings, as well as proposing diagnoses and treatment plans. As a result, I was able to use my training while working at Healthy Dental, a thriving private practice catering to diverse clients in downtown San Francisco. There colleagues consistently recognized me for my attention to detail and quick learning style. Through efficiently managing my time I was able to see an average of ten patients a day. My adaptability and communication skills have been honed by working and learning in various settings, and I am also familiar with using the most advanced dental techniques and equipment. Additionally, my training includes experience in Endodontics, Restorative, and Prosthetic dentistry. I enjoy working in fast paced offices seeing diverse clients and would welcome the opportunity to continue building my knowledge while helping clients at Western Dental in San Diego.'s downtown district.

Working with pediatric, adult and elderly patients from every walk of life have helped me build excellent interpersonal skills and given me the opportunity to use my Spanish and Mandarin language skills in a medical capacity, sometimes even serving as the translator between the client and the dental team. My volunteer experience at the UCSF Dental Clinic has taught me how to address clients professionally and respectfully, discuss their concerns, and manage their frustrations. While the staff could not always solve the problem, I learned that the goal is always to have a positive exchange, and leave patients with a positive impression. I was recognized for this ability, and awarded with a volunteer of the month award.

My professional goals include returning with my family to the San Diego area and working in a fast paced dental setting. Your opportunity offers an exciting experience for me: to use my skills and experience and to learn how a successful practice is run from every angle. Please contact me at 123.456.7890 should you wish to speak further.

With regards,

Stanley Kubrick

The Cover Letter - Most Common Mistakes II - Dissected

Hiring Manager
Western Dental, San Diego
14 Filmmaker Drive
San Diego, CA 94114

June 1, 2xxx

Dear Hiring Manager:

I am writing in response to Western Dental's **Associate Dentist** opportunity, recently posted on the OCPD job board. As a recent graduate from the University of California, San Francisco's DDS program, **I believe I have skills that your looking for.** Western Dental is known as a great place to train **nd learn.** I would love to build my knowledge at your location.

My clinical training gave me a strong foundation and lots of experience triaging patients, conducting interviews and taking histories, conducting dental and oral cancer screenings, as well as proposing diagnoses and treatment plans. **I also worked at Healthy Dental, the UCSF Homeless Dental Clinic, the Oakland Free Clinic and Children's Health Hut.** Additionally, my training includes experience in Endodontics, Restorative, and Prosthetic dentistry. **I have strong attention to detail and multitasking skills.**

As a research assistant for Dr. Moth at the UCSF School of Dentistry, I conducted research on a project examining the role of cytokines in cancer pain. My work resulted in a published paper and conference presentation. I was recognized by Dr. Moth for my strong technical skills. I also mentor pre-dental students from underserved areas. My commitment to health education and empowering our communities to build better futures through advancing through post graduate studies is unwavering. I'd like to be a part of a strong community at Western Dental as well.

Your opportunity offers an exciting experience for me: to use my skills and experience and to learn how a successful practice is run from every angle. Please contact me at 123.456.7890 should you wish to speak further.

With regards,
Stanley Kubrick

A. Most Common Mistakes

Students struggle with how to write a cover letter, or letter of intent, because they:

- Are unsure of how to structure a letter and how to best present their most relevant experiences to the reader.
- Are unaware of how to build and support an argument through using concrete examples in their writing.
- Miss **typos** and **grammatical errors**

B. Misunderstand the purpose

- Your letter is not meant to be a repeat of your resume
- Rather by expanding upon your achievements you can give the reader more insight into what you have to offer.

C. Don't provide enough evidence to back up claims of qualities or skills

- Writers need to clarify HOW their skills and experiences meet an organization's needs.

D. Flawed/Incongruent Arguments

- Reader is looking for X but you're providing Y.

E. Wrong Focus

- **Flattery vs. Substance**
Rather than compliment the organization, explain why you're interested in their opportunity.
- **Me vs. You**
Consider how you can talk about your desire in alignment with their goals. How can you *contribute*?