



Hello and thank you for your response to our position!

My name is Tiffany Colson. Our practice provides Dental services for adults and children to all areas of dentistry. We like to think of ourselves as a one stop shop with beyond exceptional standards in customer service. For the past 10 years, our practice has grown and thrived. Fortunately for you, this growth has created the demand for expanded staff. We are seeking an individual who is well-presented and has excellent communication skills. We are looking for someone who has proven track record of being reliable, energetic, uses lots of common sense, and enjoys making a difference in the lives of others. This person is friendly, highly organized, and works well with all personality types. The person we are seeking has some dentistry experience but not a necessity but brings solutions to problems. This full-time position comes with a salary based on experience can earn day(s) paid vacation, and the opportunity to earn more income by excelling in the role. We will train you in the most effective ways to provide the services you are hired to do so that you will be well prepared for success.

If you are merely looking for a "job", please don't waste your time or mine. I respect your time and value mine as well. If you fit these criteria and would like to pursue this opportunity, I need more than your resume. To allow us to better know you, please send a letter telling us a little about yourself.

Please email your letter to hiring@elitesmilesdentistry.com. I will personally review your letter and resume and if you sound like the type of person we are looking for, we will bring you in for an interview.

Well that's it. The next move is up to you. If you have the skills and characteristics that I've talked about we would love to receive a letter and resume from you. Thanks again for calling and best wishes to you in your career search!

The information that must be contained in your letter is as follows on the next page.

elite SMILES
D E N T I S T R Y

First Name: _____ Last Name: _____

Position Applying for: _____ Cell Phone: _____

Email: _____

1. Are you currently employed? **YES** **NO**
2. If **No**, what is the date of your last employment? _____

3. If it was your choice, would you prefer a job that is: (**Check one**)

- Salary or Hourly
- Commission Only
- Combination of both salary and commission

4. What are your greatest strengths?

5. Share anything else you would like us to know about you.

6. Explain why this position appeals to you.

7. Explain what you feel your special qualifications are. Be specific about your talents, experience, or skills and what makes you uniquely qualified for this position. In other words, tell me why I should select you for an interview over all the other qualified candidates.

8. Include your salary history.

9. Include when the best time is to reach you if you are selected for a second interview.
