

Dentist cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Doctor,

I am writing to apply for the Associate Endodontist position at [Organisation name]. I have practised for six years, and for the last four I have focused on root canal treatment in a busy clinic in Kochi. Your multi-speciality set-up, with in-house prosthodontists and oral surgeons, would let me take on more complex retreatment cases with proper interdisciplinary support.

In my current practice I carry out around forty root canal treatments a month, most of them on molars, using rotary files, apex locators and a dental operating microscope. I have handled calcified canals, separated instrument retrieval and single-visit treatments for suitable cases, and I refer surgical cases promptly. I also set up a simple recall system where every endodontic patient is called back for a crown and a six-month review radiograph, which has reduced the number of teeth left unrestored after treatment.

I hold an MDS in Conservative Dentistry and Endodontics and am registered with the State Dental Council. I follow written consent and radiograph documentation for every case. My notice period is one month, and I am open to a split schedule across two branches.

Thank you for your consideration. I look forward to speaking with you.

Regards,

[Your name]

SAMPLE LETTER: FRESHER

Dear Doctor,

I am applying for the Junior Associate Dentist position at [Organisation name]. I completed my BDS and compulsory rotatory internship this year and I am registered with the State Dental Council. Your clinic's mix of general, endodontic and paediatric patients is the kind of practice where I want to build steady chairside speed under experienced dentists.

During my internship I completed over sixty composite and GIC restorations, more than a hundred simple extractions and several anterior root canal treatments under supervision in the conservative department. In the paediatric department I learnt to manage anxious children using tell-show-do and short appointments, and I placed pit and fissure sealants for a school screening batch of around forty children. I have also followed the department's sterilisation protocol daily, including autoclave logs and instrument packing.

I am comfortable explaining treatment options and costs to patients in Kannada, Hindi and English, and I understand the importance of written consent before every procedure. I can join from the first of next month and am open to evening and Sunday slots.

Thank you for considering my application. I would be glad to come in for a case discussion or a supervised demonstration.

Regards,
[Your name]

BEFORE YOU SEND IT

- Mention your State Dental Council registration and separate the procedures you perform independently from those done under supervision; clinic owners book patients based on that distinction.
- Keep patient photographs, before-and-after images and case names out of the letter itself; say instead that consented, anonymised case records are available for the interview.
- For associate roles, state preferred chair days, evening availability and branches you can travel to. For teaching posts, attach a publication list and experience certificates instead.
- Keep the letter to one page, use a subject line like “Application for Associate Dentist – [Your name], BDS” and hold back fee or share expectations until the owner raises remuneration.