Insert Your First and Last Name

Check your details are all correct before sending your cv out otherwise the employers are not able to contact you.

(Insert current Job Title)

(Insert your contact details e.g. email, telephone number)

Your cover letter should include many reasons why you would like to go into the new role as a trainee dental nurse, as well as explaining any career progression you may already be interested in. This is a more direct letter to the employer which allows you to provide additional information about your skills and why you feel you will be the best suit for this role.

To whom it may concern,

I am sending you this covering letter and CV in regard to the position advertised in **(Insert the location you have seen the job advertise).** Having read the advert, I would like to apply for the position of trainee dental nurse.

I am very friendly and calm individual with a kind and caring nature.  I am currently looking for a placement within a practice to complete the NEBDN diploma in dental nursing I am currently enrolled on with The Dental School. I would love to help put people at ease whilst being treated and working with the team to make the day go smooth. I look forward to studying and carrying out my duties in what I see as my long-time career. I would really appreciate the chance to share my skills and enthusiasm with you and your practice.

I have previously experience in **(Insert what your previous role was)** whilst in that position I gained a lot of transferable skills that I look forward to bringing to your practice such as **(Insert a couple main transferable skills you feel you can bring to the new role).**

Please find attached my CV to this cover letter. If you want to discuss my application, please call me on **(Enter your phone number)**. I am very flexible and can make myself available for interview at a time convenient for yourselves.

Yours Sincerely,

(Insert your name)

Be sure to use keywords from the advertisement for the position e.g if they are looking for someone who is calm, friendly and with a caring nature. You would mention this about yourself.