

Aisha Rahman

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Dr Sanjay Mehta
Practice Principal
Bayside Dental Practice
31 Old Christchurch Road
Bournemouth BH1 1EG

Dear Dr Mehta

Application for Dental Receptionist

I am applying for the Dental Receptionist role at Bayside Dental Practice. I have five years' front desk experience, the last three in a dental practice, where I book appointments for six clinicians and take treatment payments.

I welcome up to 80 patients a day and keep the waiting room informed when appointments run late, which keeps anxious patients calmer. I explain treatment costs and payment plans from the practice price list and send reminder texts to cut missed appointments.

I am used to dental practice management software and card payments, so I could cover the desk quickly, and I speak Bengali as well as English, which may help some of your patients.

My CV is attached, and I would be glad to come in for a trial shift. Thank you for considering my application.

Yours sincerely

Aisha Rahman