

Griselda Luna

Registered Dental Assistant

Fort Worth TX 76105 | grisluna1425@gmail.com | (817) 317-1417

December 25, 2025

RE: Dental Assistant Position

Dear, Hiring Manager

As a recent graduate of Fort Worth Dental Assistant School in MEadowbrook Texas, I am writing to express my strong interest being your next dental assistant.

With a strong foundation from my dental assisting education, a successful externship program experience, and a track record of exceptional customer service, I am confident that I can be a valuable asset to your team.

Through my dental assisting education and successful completion of an externship program, I have gained a solid foundation in chairside assisting, infection control, patient care, and dental office procedures. In addition, my background in customer service has helped me develop strong communication skills and a compassionate approach to patient interactions, which I believe are essential qualities in a dental assistant.

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Thank you for considering my application.

Sincerely,

Griselda Luna

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CAREER OBJECTIVE

Compassionate, with exceptional communication skills, I am a bilingual RDA dedicated to providing phenomenal care to all patients. A fast learner with a positive attitude, I am seeking employment with a local dental office where I can continue to develop my career and become a valuable and reliable addition to the team and dental community.

KEY SKILLS

- CPR Certification
- OSHA/HIPAA Certified
- Electronic Health Records (Dentrix)
- Reliable and hard-working
- Personable, professional demeanor
- Bilingual: Fluent in English and Spanish

PROFESSIONAL TRAINING

Dental Assistant Student

Fort Worth Dental Assistant School | Meadowbrook, TX

Oct. 2025 -

Jan. 2026

- Assisted in procedure simulations for oral examinations and routine restorations
- Charted existing and proposed treatments digitally, using Dentrix
- Fabricated temporary restorations from preliminary impressions
- Prepared instrument trays, materials, and accessories for common dental procedures
- Poured, trimmed, and polished clinically acceptable maxillary and mandibular models

Dental Assistant Externship

Miller Dental and Orthodontics | Arlington, TX

Dec. 2025

- Exposed radiographs, instructing patients to ensure accurate, high-resolution images
- Engaged patients and their guardians, establishing their understanding of their care
- Collaborated with team to maintain office checklists
- Managed infection control by preparing and sterilizing all instruments and equipment
- Monitored and accurately recorded blood pressure, pulse, and medical/dental histories, prior to the start of any treatment

WORK EXPERIENCE

Food Service

Fort Worth Zoo | Fort Worth, TX

July 2023- Sept. 2025

- Greet customers, take orders, answer questions, resolve complaints, and ensure satisfaction.
- Process payments, give change, balance cash drawers, handle deposits, and follow cash security procedures.
- Maintains a clean workstation, sanitizes dining tables, stocks condiment stations, and ensures food storage follows "First In, First Out" (FIFO) rotation rules.

EDUCATION

Dental Assisting

Fort Worth Dental Assistant School, Fort Worth, TX

Oct. 2025 - Jan.

2026

High School Diploma

Trimble Tech High School, Fort Worth, TX

Graduated June

2024