

# **Application Package**

**By**

**Rida Irshad, ENGL 301 student**

**Instructor: Dr Erika Paterson**

**08 August 2022**

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## Job details

### Salary

\$55–\$59 an hour

### Job type

Full-time

## Benefits

*Pulled from the full job description*

**Dental care**

**Disability insurance**

**Extended health care**

**Paid time off**

## Full Job Description

### FULL TIME REGISTERED DENTAL HYGIENIST – NEW GRADS WELCOME

Ottewell Dental Clinic is hiring! Come join our practice located at 6128 90 Avenue, Edmonton, Alberta.

At Ottewell Dental Clinic our mission is to provide high quality dental care in the ‘big city’, with a ‘smaller community’ feel. To us, that means priding ourselves on intently listening to our patients’ needs and desires, thus educating them about their oral health in ways they understand to empower them to make decisions that work for them.

We are searching for an amazing registered dental hygienist to join our team!

We are looking for a great team player, who can **commence employment approximately September 1, 2022**, is upbeat, motivated, driven, has great communication skills and is always willing to jump in and help. **Our ideal candidate may be a new graduate but having at least 1-2 years of dental hygiene experience will be considered an asset.**

This permanent position is for full time: Mondays/Thursdays/Fridays from 8AM-4PM, Tuesdays/Wednesdays 10-6, one-two Saturdays per month September-May, one Saturday per month June/July/August [Saturday Hours 9-2].

After satisfaction completion of a 90-day probation period, a benefits program will be extended including:

-Health spending account, WCB Coverage (disability insurance), dental treatment coverage, uniform allowance, laundry service, and continuing education reimbursements!

We maintain a high standard of infection control at our office and provide face shields, level 3 ASTM masks and 3M N95 1870+ respirators (fit testing will be provided), and HEPA air filtration units throughout the office.

## **REQUIREMENTS:**

- New grads are welcome to apply; further dental experience will be considered an asset.
- Knowledge of dental instruments and sterilization methods
- Understanding of health & safety regulations
- Good computer skills
- Excellent communication and people skills
- Attention to detail
- Experience with Open Dental and Apteryx Imaging software would be ideal, but not required

If you are looking for an office where you can grow, learn and expand in your personal and professional career within dentistry, then apply today!

Visit us at [www.ottewelldental.com](http://www.ottewelldental.com).

We look forward to meeting you!

Job Type: Full-time

Salary: \$55.00-\$59.00 per hour

Additional pay:

- Overtime pays

Benefits:

- Dental care
- Disability insurance
- Extended health care
- Paid time off

Schedule:

- 8-hour shift

Application question(s):

- Are you willing to complete a separate, paid working interview?

Licence/Certification:

- Alberta Registered Dental Hygienist Provincial License (required)

Expected start date: 2022-09-01

## **Hiring Insights**

Hiring **1** candidate for this role

Urgently hiring

## **Job activity**

Posted 13 days ago

\*See link to job posting under reference\*

473 Conroy Crescent SW  
Edmonton – Alberta  
T6W 4H5

August 7, 2022

Dr. Brian Zwicker, DDS  
Dr. Simon Cheng, DDS  
Dr. Leah Charles (Dr. Leah Gully), DDS  
Ottewell Dental Clinic  
6128-90 Avenue  
Edmonton, AB  
T6B 0P2

Subject: Registered Dental Hygienist Position with Your Dental Clinic

Dear General Dentists,

Does your clinic need an enthusiastic, compassionate, and positive registered dental hygienist? If so, please consider attached documents for the consideration of the Dental Hygienist position at your clinic. I have over six years of experience working as an RDH in Alberta. I believe in providing gentle, yet thorough dental hygiene services to all my patients while keeping patients concerns and desires in mind. I believe in personalizing each patient's home care instructions according to their needs and put heavy emphasis on educating patients about their oral health.

Through my experience as a dental hygienist, I have worked with all group ages and am confident in my scaling, root planning, radiographs, and sealants skills. In addition to all the required responsibilities and duties of a hygienist, I am also certified to administer local anesthesia as well as provide dental hygiene laser therapy. As we all know, being at the dentist can be frightening for some patients. With my experience, I have learned to manage patients with dental anxiety by taking the extra steps to ensure they are comfortable, understand the treatment being provided, and are aware that they are able to ask me for anything that they may need to make them feel more at ease.

My references will assure you that I am a reliable, disciplined, and compassionate team player who is always willing to lend a helping hand whenever possible with a smile on my face. I trust my professionalism, experience and good communication skills will be an asset to your patients and your clinic.

Thank you in advance for your time and consideration. Should you have any questions, feel free to contact me at your convenience. I look forward to hearing from you soon with a positive response to schedule an interview.

Sincerely,  
Rida Irshad, RDH

Encl: Resume

# RIDA IRSHAD

473 Conroy Crescent  
Edmonton – Alberta  
T6W 4H5

Phone: (587) 501 1283

Email: irshad1762@hotmail.com

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## **OBJECTIVE**

Experience Registered Dental Hygienist seeking a full-time position to apply knowledge of preventive dentistry and to expand knowledge personally and professionally in the dental hygiene field.

## **WORK EXPERIENCE**

### **MAK Dental Clinic**

*Dec 2018 – Present*

- Provide dental hygiene services to over 6+ patients daily, meeting the clinic's high standards of patient care.
- Use of Dental Hygiene Laser Therapy as required for patient's benefit.
- Training new hire RDHs and RDAs for morning meeting preparations, sterilization procedures, time management and flow of the office.

### **Southbrook Dental Group**

*Feb 2016 - Nov 2018*

- Periodontal Debridement with the use of hand and ultrasonic instruments.
- Proficient in the use of Dentrax dental software.
- Use of digital sensors and Dexis imaging for diagnostic radiographs.
- Use of Local Anesthetic as needed for patient comfort.
- Placement of sealants.
- Routine dental probing and educating patients on dental hygiene to optimize their health.
- Dental assessment, treatment planning and scheduling follow-up appointments.

### **Heritage Oak Dental Clinic & Burnham Prosthodontics**

*Feb 2016 – Dec 2016*

- Care for each patient with personal attention during assessment, treatment planning and dental hygiene treatment.
- Educated patients on how to properly care for their dental prostheses.
- Alginate impressions and fabrication of study models and whitening trays.

### **First Choice Temp Contractors Inc**

*Feb 2016*

- Adapting to different dental offices providing hygiene therapy.

## **EDUCATION**

### **University of British Columbia**

*Oct 2020 - Present*

- Bachelor of Dental Science with Specialty in Dental Hygiene (BDS Sc (DH))

### **Perio Laser Institute**

*Nov 2019*

- Diode Laser Certification

### **University of Alberta**

*March 2017*

- Local Anesthesia

### **Toronto College of Dental Hygiene and Auxiliaries**

*May 2014 - Nov 2015*

- Dental Hygiene Diploma

## **PERSONAL ATTRIBUTES**

- Quickly able to adapt to a new environment.
- Well organized, highly motivated, and able to work independently and in a team environment.
- Excellent verbal and written communication skills.

## **REFERNCES**

- Carol Johnson, RDH  
MAK Dental Clinic  
Cell: 780-224-7890
- Linda Chau, RDH  
MAK Dental Clinic  
Cell: 587-987-3456
- Dr. Jason Ha, DDS  
MAK Dental Clinic  
Cell: 780-876-2987



## **Requests for Reference Letter**

Dear Carol,

I am applying for a position of dental hygienist with Ottewell Dental Clinic. As a fellow RDH and mom, you understand the challenges of long commute after a full day of patients. I have enjoyed working along your side for the past four years but am unfortunately planning on changing offices to find a similar position with a shorter commute. Would you consider writing me a letter of reference? Since I will be applying to more than one dental clinic, you can write a general "To Whom it May Concern" letter. The expected start date for the position at Ottewell Dental Clinic is September 1<sup>st</sup>, the ad indicates that they are urgently hiring. I would really appreciate it if the reference letter was returned to the dental clinic no later than August 11, 2022.

Thank you, I really appreciate you taking the time to write the reference letter for me. I have also requested reference letters from Linda, RDH and Dr Jason.

Sincerely,

Rida Irshad, RDH

Dear Linda,

I am applying for a position of dental hygienist with Ottewell Dental Clinic. As a fellow RDH and mom, you understand the challenges of long commute after a full day of patients. I have enjoyed working along your side for the past four years but am unfortunately planning on changing offices to find a similar position with a shorter commute. Would you consider writing me a letter of reference? Since I will be applying to more than one dental clinic, you can write a general "To Whom it May Concern" letter. The expected start date for the position at Ottewell Dental Clinic is September 1<sup>st</sup>, the ad indicates that they are urgently hiring. I would really appreciate it if the reference letter was returned to the dental clinic no later than August 11, 2022.

Thank you, I really appreciate you taking the time to write the reference letter for me. I have also requested reference letters from Carol, RDH and Dr Jason.

Sincerely,

Rida Irshad, RDH

Dear Dr Jason,

I am applying for a position of dental hygienist with Ottewell Dental Clinic. I have enjoyed working at your wonderful establishment in the last 4 years but am unfortunately finding the daily long commute to work quite challenging. Therefore, I plan to find a similar position with a shorter commute. I was hoping that my last few years of good service at your clinic could possibly earn an outstanding reference letter. Would you consider writing me one? Since I will be applying to more than one dental clinic, you can write a general "To Whom it May Concern" letter. The expected start date for the position at Ottewell Dental Clinic is September 1<sup>st</sup>, the ad indicates that they are urgently hiring. I would really appreciate it if the reference letter was returned to the dental clinic no later than August 11, 2022.

Thank you, I really appreciate you taking the time to write the reference letter for me. I have also requested reference letters from Carol, RDH and Linda, RDH.

Sincerely,

Rida Irshad, RDH

## **References**

Lannon, John, M. and Laura J. Gurak. Technical Communication. Available from: VitalSource Bookshelf, (15th Edition). Pearson Education (US), 2019.

*Registered Dental Hygienist* Indeed. Published 26 July 2022. [Internet] Accessed from:  
<https://ca.indeed.com/cmp/Ottewell-Dental-Clinic-2/jobs?jk=edc27a9633adc8ea&start=0&clearPrefilter=1>