

CHRISTINA HRUBY

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August 7, 2020

Pamela Kumaravelu
Human Resources Account Manager
Groom & Associates
360 St. Jacques St.
Montreal, Quebec, H2Y 1P6

Dear Ms. Kumaravelu,

Please consider my application for the Senior Health and Dental Claims Specialist position, advertised on indeed.com. I have 21 years of experience working in the dental field, 19 of which were in the position of registered dental hygienist. I am enthusiastic about the field of oral health and interested in pursuing new career opportunities where I can apply my diagnostic and technical skills.

I grasp new concepts quickly and am also very self-motivated. I recently enrolled in the Bachelor of Dental Science Degree at the University of British Columbia, specializing in Dental Hygiene. Working full-time at a periodontal office while studying online has afforded me excellent time management and computer skills.

Developing and presenting dental health conferences to large audiences, producing precise and attractive progress reports, translating and scripting patient documents, as well as carefully explaining complex treatment options to patients has refined communication and leadership skills that I hope to employ in the role of claims specialist.

You will see from the enclosed resume that all the requirements of the position are met. I am a dedicated employee and approach tasks with enthusiasm. I would very much like to discuss opportunities with Groom & Associates. To schedule an interview, please call 514-623-9418 or email chrishruby@hotmail.com.

Sincerely,



Christina Hruby
Encl.: Résumé