

272 Citiplace Drive  
Ottawa, ON K2E 0A9

December 11, 2020

Faculty of Dentistry  
University of British Columbia  
2199 Wesbrook Mall  
Vancouver, BC V6T 1Z3

Attention: Faculty of Dentistry Admissions Office

Please consider my application for a spot in the Master of Craniofacial Science Program at UBC. My academic achievements include a Pre-Health Science Certificate and a Dental Hygiene Advanced Diploma. I remained on the Dean's Honours List throughout both programs. I am a registered dental hygienist and I am currently enrolled at UBC for a Bachelor of Dental Science in Dental Hygiene and will graduate in 2022. I believe my coursework in dental anatomy, oral pathology and oral epidemiology combined with my employment experience make me an excellent candidate for this graduate program.

During my time at Algonquin College, I participated in numerous volunteer positions and placements. I have trained and educated nurses on providing oral hygiene care to patients, provided dental hygiene care to youths affected by drug addictions and homelessness and performed oral assessments on patients admitted to the hospital. While enrolled in the Bachelor of Dental Science in Dental Hygiene program at UBC, I have gained experience in statistical concepts relevant to the analysis of oral health sciences literature as well as dental hygiene concepts related to education, health promotion and policy issues. My work experience as a registered dental hygienist has not only taught me the importance of prevention and education of oral disease, but also initiated my drive and passion to increase my knowledge and qualifications by pursuing a Master of Craniofacial Science.

My references will confirm that I am hard working, disciplined, enthusiastic and reliable.

If you feel that I would be a suitable candidate for a spot in this graduate program, I would welcome an interview at your convenience.

Sincerely,

Erin Mungham  
Encl: Resume

**Erin Mungham**  
272 Citiplace Drive  
Ottawa, ON K2E 0A9  
Phone: (613): 204-5657  
Email: erinmungham@gmail.com

**Objective** Seeking to obtain a position in a graduate program to continue growing my passion for dental science and to promote the growth and direction of my career path.

**Education** *University of British Columbia, Vancouver, BC*  
2020-Present Bachelor of Dental Science in Dental Hygiene

2015-2018 *Algonquin College, Ottawa, ON*  
Dental Hygiene Advanced Diploma. Grade point average: 3.8 of a possible 4.0.

2014-2015 *Algonquin College, Ottawa, ON*  
General Arts and Science Pre-Health Certificate. Grade point average: 3.8 of a possible 4.0.

**Employment** *Viewmount Dental Centre, Ottawa, ON*  
2020-Present Full time Registered Dental Hygienist

2019 *Department of National Defence, Ottawa, ON*  
Full time Registered Dental Hygienist

2018-2019 *Barrhaven Bright Smile, Ottawa, ON*  
Part time Registered Dental Hygienist

2018-2019 *Bonavista Dental Centre, Ottawa, ON*  
Full time Registered Dental Hygienist

**Leadership** *Awards*  
Deans Honours List 2014-2018

*Skills*  
Trained in providing sensitive and compassionate communication to patients.

Recognized for providing excellent individualized care, organizational skills and adherence to protocols to ensure a safe and effective workplace.

**References** Available on request.

### **Three Reference Letters**

Erin Mungham  
272 Citiplace Drive  
Ottawa, ON K2E 0A9

December 11, 2020

Dr. Irina Smirnova  
721 Merivale Road  
Ottawa, ON K1J 9E2

Dear Dr. Smirnova,

I am reaching out to ask you to be a reference for a graduate degree program I am pursuing. This program is for a Master of Craniofacial Science at UBC. I completely understand if you are unable to commit to this. If you could let me know at your soonest convenience, that would be great.

I have learned a lot and gained great experience while working for you at Viewmount Dental Centre. I think your insight into my skills would increase my chance of being accepted into this program.

Thank you very much for considering my request. I have attached a copy of my updated resume for your review.

If you have any questions or need any further information, please do not hesitate to let me know.

Sincerely,

Erin Mungham

Erin Mungham  
272 Citiplace Drive  
Ottawa, ON K2E 0A9

December 11, 2020

Sara Evans  
2128 Mapleview Drive  
Ottawa, ON K1T 7J7

Dear Ms. Evans,

I hope you are doing well. I would like to start off by thanking you for being my mentor since I started my dental hygiene career. I appreciate everything you have done for me and I am very thankful for the time you invested into teaching me new skills. As you know, I am currently enrolled at UBC in the Bachelor of Dental Science program. I have decided to further my education and apply to the Master of Craniofacial Science program at UBC.

With your permission, I would like to use you as a reference who can speak to my qualifications, skills and abilities. Of course, I would let you know when I have given out your name and contact information, so you will know when to expect a call. Please let me know if you are willing to provide a reference for me.

I have attached my most recent resume for your review. Please let me know if you need any additional information.

Thank you in advance for your consideration and assistance.

Sincerely,

Erin Mungham

Erin Mungham  
272 Citiplace Drive  
Ottawa, ON K2E 0A9

December 11, 2020

Jessica Smith  
233 Kennevale Road  
Ottawa, ON K2P 4H2

Dear Ms. Smith,

I am reaching out to ask you to be a reference for my application to the Master of Craniofacial Science program at UBC. I completely understand if you are unable to commit to this. Of course, if you are able to, I will let you know when I have given out your name and contact information, so you will know when to expect a call.

I have learned a lot about the importance and power of education while working alongside you at Barrhaven Bright Smile and taking continuing education courses together. I believe you would be able to provide the kind of insight into my skills and qualifications that would increase my chance of being accepted into this graduate degree program.

Thank you very much for considering this request. I have attached a copy of my updated resume for your review.

If you have any questions or need further information, please let me know.

Sincerely,

Erin Mungham