

123 Maple Road
Victoria, BC V8S 4L8

April 2, 2022

Public Health Agency of Canada
#301-351 Abbott St
Vancouver BC V6B 0G6

To Whom It May Concern:

Please consider my application for an administrative support position (AS-02) in the Public Health Agency of Canada office in Victoria, BC as advertised on the hiringplatform.ca website on April 2, 2022. I will graduate with a Bachelor of Science in Dental Hygiene from the University of British Columbia in May 2022. I am looking forward to developing the administrative aspect of my dental career.

My enclosed resume details my recent experience as sole proprietor of a dental hygiene clinic, which has provided me with over two years of comprehensive business administrative experience. Previous to this ownership role, I was for many years employed in offices where I was responsible for sundries ordering, equipment maintenance, and patient treatment-planning and scheduling which assisted me to develop my organizational and administrative capacities. For three years I was the Lead Certified Dental Assistant at James Bay Dental, involving team coordination and long-term planning.

During my college Dental Hygiene Diploma program, I was the Junior and Senior Class President. Additionally, I have mentored many dental students and new graduates over the past 20 years, and these roles have provided me with a background in teamwork, professional development, and patience which will serve me well in my future endeavours.

As a Dental Hygiene Practitioner, my work involves meticulously monitoring patient progress, following up on outstanding issues, and maintaining their chart records through dental tracking software. This is an ideal background for an administrative position, as it requires thorough and accountable monitoring and remediation of issues. I currently only see evening patients in my clinic, and I am looking to further develop my career portfolio with the addition of administrative duties within Public Health.

I look forward to speaking with you further about this position. I may be reached after 4pm at vic247dental@gmail.com or by telephone at 250-744-9462. Thank you for considering my application.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Jennifer Worsham', with a stylized flourish at the end.

Jennifer Worsham, RDH, DHP(C)