

Unit 4:1 Application Package

The University of British Columbia
ENG 301 Technical Communications
Professor: Dr. Erika Paterson
Brenda Martinez, ENG 301 Student
December 11, 2019

Dental Hygienist



Alberta Health Services

Vermilion, AB

Full-time

Your Opportunity: The Dental Hygienist will cover preschool and school based Oral Health services the Vermilion, Wainwright, and Kitscoty area as well as support Oral Health staff in the Castor, Vegreville, and Sedgewick area.

Description: As a Dental Hygienist, you will provide clinical oral health care services, health promotion and preventive educational programs. You will examine and chart oral conditions, assess periodontal status, analyzes and interpret client's/patient's condition to develop a client/patient centered diagnosis/assessment and treatment plan. You will provide public education regarding oral health. You will develop and provide in-service and training sessions; dental screening and preventive dental services to schools and participate in the development, implementation and evaluation of oral health programs.

Classification: Dental Hygienist

Union: HSAA Facility PROF/TECH

Department: Johnstone CrossDental Health02

Primary Location: Vermilion Health Centre

Posting End Date: 09-DEC-2019

Employee Class: Casual/Relief

Date Available: 19-DEC-2019

Hours per Shift: Varies

Length of Shift in weeks: Varies

Shift Pattern: Days

Days Off: Other

Minimum Salary: \$36.96

Maximum Salary: \$49.15

Vehicle Requirement: Driver's License, Vehicle Required

Required Qualifications: Active or eligible for registration with the College of Registered Dental Hygienists of Alberta (CRDHA).

Additional Required Qualifications: 1 years' experience in Public Health in the last year. Experienced working with children.

Preferred Qualifications: As Required.

Please note: All postings close at 23:59 of the posting end date indicated.

Important: Alberta Health Services (AHS) is committed to ensuring the safety of staff and patients and requires all NEW employees to provide a satisfactory criminal record check (CRC) and/or Vulnerable Sector Search (VSS) prior to the start of their employment. The CRC/VSS must be specific to the role at AHS and must be dated no more than 90 days prior to the date on your written offer from AHS. Healthy Albertans. Healthy Communities. Together. We're passionate about what we do. Our team of skilled and dedicated health care professionals, support staff and physicians who promote wellness

and provide health care every day, all across Alberta. Everything we do at AHS reflects a patient and family centred approach; it's about putting patients' and families' experiences, priorities and trust first. We are an equal opportunity employer. AHS values the diversity of the people and communities we serve and is committed to attracting, engaging and developing a diverse and inclusive workforce.

MLA citation: "Dental Hygienist In Vermilion, Vermilion Health Centre". *Alberta Health Services Career Site*, 2019, https://careers.albertahealthservices.ca/jobs/dental-hygienist-145021?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic. Accessed 5 Dec 2019.

7290 37 Ave N.W.
Calgary, AB
T3C 6B8
(403) 829- 4895
brenda.martinez@alumni.ubc.ca

Dear Hiring Manager, Alberta Health Services:

I am writing to express my interest in dental hygiene employment opportunities available with AHS. I am in pursuit of an employment position with a company that values oral health promotion and provides quality dental care to patients, I would appreciate your consideration for the public health dental hygiene employment position advertised on the AHS website. I have a particular interest in working with children and outreach programs within the community, and would appreciate the opportunity to enhance my career by working with the AHS children's oral health program in rural communities. Upon review of my resume I hope that you will find that I have the professional qualifications that you are looking for to enhance your public dental health care team.

I am a registered dental hygienist who is recently completing the dental hygiene degree program at the University of British Columbia (UBC). I have also successfully completed the dental hygiene diploma program at CADH and have over ten years of experience working in the dental field. My experience includes clinical dental hygiene therapy, periodontal case management, health promotion, and, oral hygiene education. Working closely with dentists and other dental health professionals to provide optimum dental care for patients. I enjoy working through an inter-professional dynamic team approach to dental care for patients and their families; I maintain a positive attitude and self-motivated personality. It would be an honor to work with your dental team at Alberta Health Services.

In addition to my desire to join your organization, you will find that I am a dedicated and driven dental hygiene professional whose relevant experience includes:

- Dental Hygiene Degree Program Completion-UBC 2019-2024
- Local Anesthesia for Registered Dental Hygienists
University of Alberta-completed June 2016
- Dental Hygiene Diploma- completed January 2014
The Canadian Academy of Dental Health and Community Sciences,
Mississauga, ON
- Current registration with the CRDHA, membership with the CDHA
- Completion of the NDHCE January 2014
- Dental Assistant Program- completed 2007
KDM Dental College and completion of the NDAEB, Calgary, AB.

- Registration with the CADA, March 2007-November 2012
- Current CPR-Level C, HCP
- Registered and insured personal vehicle

- Criminal record check (CRC) available upon request

If you agree that my credentials are a close fit for your company, I would be delighted to meet with you personally to discuss my qualifications further. You may reach me at (403) 829- 4696 or via e-mail at: brenda.martinez@alumni.ubc.ca, I look forward to our conversation.

A handwritten signature in cursive script that reads "Brenda Martinez". The ink is dark and the signature is centered horizontally.

Sincerely, Brenda Martinez

Brenda Martinez

7290 37 Ave N.W.

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brenda.martinez@alumni.ubc.ca

Objective: Registered dental hygienist, in pursuit of a full-time dental hygiene position with Alberta Health Services (AHS) public dental hygiene team.

Interpersonal and Transferable Skills:

- Excellent written and verbal communication
- Analytical and problem-solving ability
- Aptitude to learn quickly
- Detail oriented and committed to quality
- Demonstrates a positive outlook and work ethic
- Sound organizational and prioritizing expertise

RDH competencies skill sets:

- | | |
|--|---|
| ➤ Local Anesthesia-U of A certification | ➤ Conventional and Digital Radiography (intra-oral and panoramic exposures) |
| ➤ Current CPR Level C-HCP | ➤ Intraoral camera technique |
| ➤ Preventive Dentistry and Nutrition Counselling, Proper Oral Hygiene Instruction | ➤ Patient Management and Charting |
| ➤ Full mouth debridement, instrumentation experience using ultrasonic and hand scale instruments | ➤ Dental Practice Administration |
| ➤ Periodontal case management | ➤ Impressions for Study Casts |
| ➤ Coronal Polish and Application of Anti-cariogenic Agents | ➤ Model Pouring and Trimming |
| ➤ Periodontal Probing and Recording | ➤ Bleaching Trays and Mouth guards |
| ➤ Pit and Fissure Sealants | ➤ Zoom Whitening |
| ➤ Desensitization | ➤ Infection Control Protocol |
| | ➤ Disinfection and Sterilization Procedures |

Education:

September 2019 **Dental Hygiene Degree Program** -University of British Columbia, Vancouver, BC

June 2016 **Local Anesthesia for Registered Dental Hygienists**- University of Alberta

2012-2014 **Dental Hygiene Diploma** - The Canadian Academy of Dental Health and Community Sciences- (CADH), Mississauga, ON

2006-2007 **Dental Assistant Program** - KDM Dental College, Calgary, AB

2002-2003 **Social Work Program** - Mount Royal University, Calgary, AB

Employment History:

2017-present **Dental Hygienist**- ABC Pediatric Dental Centre, Calgary, AB

- Currently working part- time Wednesday to Friday

2014-2017 **Dental Hygienist**- Braeside Dental Centre, Calgary, AB

- Worked part-time as a Dental Hygienist, providing quality dental hygiene care to patients. Working as part of a team and independently to ensure patients receive optimal periodontal care and frequent routine dental hygiene services. Establish CRDHA practice standards following asepsis and quality control regulations.

2007-2012 **Dental Assistant**- Calgary, AB

- Assisted various dentists within the city of Calgary. Carried out Dental Assistant duties in a general dental practice setting as well as administrative reception duties. Worked as part of the dental team and independently when required. Developed hands-on experience while providing services to patients of different ages. Applied dental assisting skills and gained valuable experience working with professionals with many years of experience in the dental profession.

Volunteer Experience:

2012 **Dental Hygiene Student Volunteer**- Health Mission Outreach Canada, Toronto

- Free medical and dental clinics for communities in need in the GTA-volunteer
- October 2012- Medical and dental outreach in San Salvador, El Salvador
- Worked in an inter-professional collaborative effort to provide medical and dental care for almost 2000 patients over the span of one week
- Assisted in the set-up of the clinic held in a community centre
- General volunteer help

- Infection control and sterilization
- Oral hygiene care services to patients of all ages
- Spanish interpretation and translation of documents

2003 **Social Work Practicum Student** – The Women’s Centre of Calgary. Calgary, AB

- Worked directly with clients
- Provided peer support, information and referrals
- Involved in community projects and organized activities
- Participated in committee meetings
- Worked under agency policies

References: Available upon request

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Dear Dr. B. Miller,

I hope everything is going well for you and your team at Braeside Dental Centre. I am writing this letter expressing my appreciation for the time that we worked together at Braeside Dental. Over the years of my employment at Braeside Dental, I learned a lot about working inter-professionally with other members of the dental and health care field. I enjoyed my time working with you and your team.

Currently, I am in pursuit of a career opportunity with Alberta Health Services, working in rural communities with lack of access to dental care. This position involves working with children, and providing oral hygiene services in a mobile practice setting. As you know, it has always been an aspiration of mine to work within the community, and to help provide services to groups in need of care in remote communities. This is an employment opportunity that I am hoping to be a good candidate for.

I would like to express my request of a letter of reference from you, I believe that with your help I could help to showcase my skills as a dental hygienist from a previous employer's perspective. I would be honoured to submit your letter along with my application to AHS, please feel free to reach me at your convenience for any further clarification. My phone number is (403)829-4696, and my email address is brenda.martinez@alumni.ubc.ca.

I appreciate your help with this, and I look forward to hearing from you.

A handwritten signature in cursive script that reads "Brenda Martinez". The ink is dark and the signature is fluid and legible.

Sincerely, Brenda Martinez

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Dear Leanne Brock,

I hope this letter finds you well, I am writing to you with the hope that you would be so kind as to help me with a letter of reference. I am currently in the process of applying for a dental hygiene employment position with Alberta Health Services (AHS). As you know, from our time working together through the years; I have an extensive history working in the dental health care field. As I complete my dental hygiene degree studies at UBC, I would like to help advance in my profession by working with AHS and their public dental health services team.

I would like to express my gratitude for the work relationship that we have had while working together in the past. You are a very competent manager, and I am glad that we have remained friends. As a manager, you have experienced my work as a professional, and have seen my growth in this career. I am hopeful that you would provide me with a letter of reference to build my application package for this position.

If you require any further information regarding this request, please don't hesitate to contact me; you may reach me at (403) 829-4696 or by email at brenda.martinez@alumni.ubc.ca. I appreciate your help with this matter.

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Sincerely, Brenda Martinez

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Dear Adrian Nuestro,

I hope everything is going well for you, I am writing this letter to share with you my interest in applying for a new job. I am in the process of applying for a position working with Alberta Health Services. As I complete my dental hygiene degree, I am looking for an employment position that has flexibility within the schedule. I believe this is definitely the position that I have been looking for. Not only does it inspire me to pursue my career goal to work with children's programs in remote communities, it also helps me grow in advancing in the profession.

I have enjoyed our time working together over the past three years, and I believe that you would be a wonderful person to request a letter of recommendation from.

Through the years, I believe that you have gotten to know me while working in a professional environment. As a fellow dental hygienist, I am grateful for your help with this; and it would be a great asset to include your reference letter along with my application for this position.

If you require any further clarification, please feel free to contact me through email at brenda.martinez@alumni.ubc.ca or by phone at (403) 829-4696. Thank you in advance for your consideration, and help with this request.

A handwritten signature in cursive script that reads "Brenda Martinez". The ink is dark and the signature is fluid and legible.

Sincerely, Brenda Martinez