

YOUR NAME

Dental Assistant

City, State | Phone | Email | LinkedIn (optional)

PROFESSIONAL SUMMARY OR OBJECTIVE

Write 2-3 short lines. State your dental assisting experience or training, the type of work you can support, and one or two strengths that match the target office. Do not claim credentials or duties you do not hold.

KEY SKILLS

Chairside assisting | Treatment-room setup | Instrument reprocessing | Patient preparation | Dental records | Appointment scheduling | Dentrix/Eaglesoft (only if used) | Inventory | Patient communication

EXPERIENCE

Dental Assistant / Dental Assistant Extern | Employer or Practice | City, State | Month Year - Month Year

- Use a bullet that shows the dental work you actually performed, such as operatory preparation or chairside support.
- Add infection-prevention or instrument-reprocessing work when it was part of your role or supervised training.
- Show patient records, scheduling, software, inventory, or front-office support when relevant.
- Use numbers only when you know them and can explain them.

EDUCATION AND TRAINING

Dental Assisting Program or Degree | School | City, State | Completion date

Optional: relevant externship, clinical training, coursework, or lab practice. Keep supervised training separate from paid employment.

CERTIFICATIONS AND CREDENTIALS

- Certified Dental Assistant (CDA), DANB - only if currently held
- State registration, permit, or radiography credential - use the exact state title
- CPR/BLS or other current training - include provider and date if useful

FINAL CHECK

- Match the resume to the target dental assistant job description.
- Keep training, externships, and paid employment clearly labeled.
- Use software names, credentials, and regulated duties only when accurate.
- Save as DOCX or PDF according to the employer instructions.