

# Dental Resume Writing Tips

Written By [Dental Workers.com](http://DentalWorkers.com)

Welcome Back to the Dentalworkers Chair! Comfortable? I hope so, because we are going to continue talking about ways to make a winning impression with your resume.

## ***Dental Office Managers First Impression Of You!***

Last time we mentioned that the Objective category at the top of the resume should highlight your skills and what you can do for the employer. Use it to grab the employer's attention.

In the Education and Experience categories further down the resume, assure the employer that you will deliver on your promises by citing your history. If you have no previous dental office experience or education, do NOT simply leave these categories blank or omit them from your resume entirely! Job duties and knowledge are not specific to any particular job. For example, a bank teller shares many of the same responsibilities and requires organizational skills needed to be a good office manager or front desk worker.

Your Experience should list your recent jobs, internships, externships and volunteer work, and use details to highlight the skills that are necessary for the job you are currently seeking. Don't just say that you answered phones. Say that you "Responded to the high volume of customer service related telephone calls directed to the office."

The more information you give, the better an employer will be able to evaluate whether you are a match for the job in question. Your Education should include the highest degree you have earned or are in school to earn, and any other education that pertains to the job you are seeking: certification programs, CE courses, earlier education, etc. Try to avoid listing schools prior to high school. If you are a graduate of the Warschaw Learning Institute's Front Desk Course, list it on your resume! For each entry you should include the degree/certificate earned and the field in which your courses were concentrated. If your GPA was above 3.0, say so! And if you feel your resume is a bit bare, consider listing some of the courses you took that prepared you for the job you are seeking.

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If you have any questions about dental resume writing, please email us at [mail@dentalworkers.com](mailto:mail@dentalworkers.com)

**Tip of the Day:** "Don't be afraid to mention any awards or honors you have earned. Your resume is not a place to be humble! It is, however, a place to be honest, so if it's not true, don't mention it."