

Dental Assistant Resume Builder Worksheet

Use this worksheet to gather your information before creating your Dental Assistant resume. Complete each section thoroughly and tailor your responses to the specific dental practice or clinic where you are applying.

1. Personal Information

Full Name: _____

Phone Number: _____

Professional Email Address: _____

City, State: _____

LinkedIn Profile (Optional): _____

2. Job Target

Dental Practice/Clinic: _____

Position Applying For: _____

Type of Practice (Optional): _____

Examples:

- General Dentistry
 - Pediatric Dentistry
 - Orthodontics
 - Oral Surgery
 - Periodontics
 - Prosthodontics
 - Endodontics
 - Cosmetic Dentistry
-

3. Resume Objective or Professional Summary

If you are new to the profession, write a **resume objective**.

If you have experience, write a **professional summary**.

Draft your statement below.

4. Core Skills

List your strongest technical and interpersonal skills.

Examples include:

- Chairside Assisting
- Four-Handed Dentistry
- Dental Radiography
- Instrument Sterilization
- Infection Control
- Electronic Dental Records (EDR)
- Dental Charting
- Patient Care
- Oral Hygiene Education
- Dental Impressions
- Appointment Scheduling
- Communication
- Teamwork
- Time Management
- Inventory Management

My Skills:

1.

2.

3.

4.

5. _____
 6. _____
 7. _____
 8. _____
 9. _____
 10. _____
-

5. Professional Experience

For each position, include:

Job Title: _____

Employer: _____

Location: _____

Dates of Employment: _____

Primary Responsibilities

- _____
- _____
- _____
- _____
- _____

Key Accomplishments

Whenever possible, include measurable results.

- _____
 - _____
 - _____
-

6. Clinical Experience (For Students or Recent Graduates)

Include externships, internships, or clinical rotations.

Dental Office/Clinic: _____

Dates: _____

Clinical Duties:

7. Education

Degree or Diploma: _____

School Name: _____

Location: _____

Graduation Date: _____

Academic Honors (Optional): _____

8. Certifications and Licenses

List all current certifications.

Examples:

- Certified Dental Assistant (CDA)
- Registered Dental Assistant (RDA) (where applicable)
- Basic Life Support (BLS)
- CPR Certification
- Dental Radiography Certification
- Infection Control Certification

My Certifications:

1. _____
2. _____
3. _____

4. _____
 5. _____
-

9. Technical Skills

List the dental software, equipment, and technology you have used.

Examples:

- Dentrux
- Eaglesoft
- Open Dental
- Curve Dental
- Electronic Dental Records (EDR)
- Digital X-ray Systems
- Intraoral Cameras
- Microsoft Office

My Technical Skills:

10. Professional Accomplishments

List achievements that demonstrate your contributions to previous employers.

Examples:

- Assisted with 20–30 patient appointments daily.
- Reduced patient waiting times through improved treatment room preparation.
- Maintained excellent infection control compliance.
- Trained newly hired dental assistants.
- Improved patient satisfaction through exceptional chairside care.
- Helped reduce supply costs through efficient inventory management.

My Accomplishments:

1. _____

2. _____
3. _____
4. _____
5. _____

11. Professional Strengths

What personal qualities make you an excellent Dental Assistant?

Examples:

- Compassion
- Attention to Detail
- Organization
- Dependability
- Communication
- Adaptability
- Teamwork
- Professionalism
- Time Management
- Positive Attitude

My Strengths:

12. Professional Memberships (Optional)

Examples:

- American Dental Assistants Association (ADAA)
- State Dental Assistants Association

My Memberships:

13. Volunteer Experience (Optional)

Organization: _____

Role: _____

Dates: _____

Responsibilities:

14. Awards and Recognition (Optional)

List any awards or recognition you have received.

Examples:

- Employee of the Month
- Outstanding Clinical Performance Award
- Perfect Attendance Award
- Patient Service Recognition

My Awards:

15. Resume Checklist

Before submitting your resume, confirm that you have:

- ☐ Tailored your resume to the job description.
- ☐ Included all relevant certifications.
- ☐ Highlighted measurable accomplishments.

- ☐ Used keywords from the employer's job posting.
- ☐ Listed your technical skills.
- ☐ Proofread for grammar and spelling.
- ☐ Verified employment dates and education.
- ☐ Saved your resume as a PDF (unless another format is requested).

Final Resume Notes

Use this space to record additional information or customize your resume for each application.

Completing this worksheet before writing your resume will help you organize your experience, identify your strongest qualifications, and create a targeted, ATS-friendly Dental Assistant resume that showcases your clinical expertise, patient care skills, certifications, and readiness to contribute to a successful dental practice.