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# Finalize Your Resume

## Editing Tools

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## Resume Sections

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## Formatting Tools

### Font Size

8pt

14pt

### Heading Size

12pt

26pt

### Font Style

Arial



### Section Spacing

### Paragraph Spacing

### Line Spacing

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## Walter Nope

910 N Whatley rd, White Oak, TX 98258 • 000-000-0000 • 111-111-1111 • wdnope@gmail.com

### Professional Summary

Organized and detail-oriented dental office assistant who is versed in instructing patients on proper dental hygiene techniques to maintain optimal oral health.

### Skills

- Dental materials know ledge
- Proper telephone etiquette
- Detailed patient histories
- Sterilization techniques familiarity
- Gentle patient care
- Superior customer service

### Work History

#### Office assistant

08/2013 to 10/2014

**Forest Square Dental** – Longview , TX

- Politely answered phones and scheduled or confirmed office appointments and surgeries.
- Correctly mixed compounds for cleaning or filling teeth.
- Completed patient paperw ork and scanned into Dentrix system.

### Education

#### High School Diploma:

White Oak High - White Oak, TX

Current

### Accomplishments

I w as aw arded an exxelence in english in the year of 2012 in

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