

41328 Skyridge Place  
Squamish, BC, V8B 1A4

April 12, 2023

Aaron Kristiansen  
Interim Manager  
Hilltop House  
38146 Behrner Dr  
Squamish, BC, V8B 0C8

Dear Aaron,

I hope this finds you well. I am currently putting together an application for a job in Ontario. I am writing to request a reference letter for a surgical nursing position at Pembroke Hospital.

I have learned a lot during my time at Hilltop House and thoroughly enjoyed working with you. My role as an in-charge nurse and working independently in hospice has allowed me to grow in my leadership, communication, and organization skills. As an RN I have worked with and a manager I have worked for, your recommendation would be greatly appreciated.

Thank you for considering my request. If you are comfortable providing me with a reference, please let me know by April 17, 2023, as I will need to have my application prepared by then. I have attached my resume and job posting for your review.

Please let me know if you are comfortable writing this for me or have any further questions. I can be reached at [amymcoan@gmail.com](mailto:amymcoan@gmail.com) or 778 788-2884.

Sincerely,

A handwritten signature in cursive script that reads "Amy McCoan".

Amy McCoan

41328 Skyridge Place  
Squamish, BC, V8B 1A4

April 12, 2023

Andrea Benoit  
Clinical Operations Manager  
Queen's Park Care Centre  
315 McBride BLVD  
New Westminster, BC, V3L 5E8

Dear Andrea,

I hope this finds you well. Firstly, thank you for your previous references and support. I am currently putting together an application for a job in Ontario. I am writing to request a reference letter for a surgical nursing position at Pembroke Hospital.

During your time as manager at Hilltop House, I extensively developed my leadership and communication skills. Under your mentorship, I learned the importance of team dynamics and how to approach complex situations.

As a clinical operations manager, your recommendation would strengthen my application. If you are comfortable writing me with a strong reference on my behalf, please let me know by April 17, 2023, as I will need to have my application prepared by then. I will attach my resume and job posting to this email for you to review.

Please let me know if you are comfortable writing this for me or have any further questions. I can be reached at [amymcoan@gmail.com](mailto:amymcoan@gmail.com) or 778 788-2884.

Kind regards,

A handwritten signature in cursive script that reads "Amy McCoan".

Amy McCoan

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Squamish, BC, V8B 1A4

April 12, 2023

Chanelle Hassard  
Resident Care Coordinator  
Hilltop House  
38146 Behrner Dr  
Squamish, BC, V8B 0C8

Dear Chanelle,

I hope this finds you well. Firstly, thank you for your previous references and support. I am currently putting together an application for a job in Ontario. I am writing to request a reference letter for a surgical nursing position at Pembroke Hospital.

Under your mentorship, I learned how to navigate complex resident family situations as well as how to manage resident cases and coordinate staffing levels in the facility. It was always a pleasure working with you.

As the resident care coordinator, your reference would be a superb addition to my application. If you are comfortable writing me with a recommendation on my behalf, please let me know by April 17, 2023, as I will need to have my application prepared by then. I will attach my resume and job posting to this email for you to review.

Please let me know if you are comfortable writing this for me or have any further questions. I can be reached at [amymcoan@gmail.com](mailto:amymcoan@gmail.com) or 778 788-2884.

Sincerely,

A handwritten signature in cursive script that reads "Amy McCoan".

Amy McCoan