

2329 West Mall  
Vancouver, BC

April 17, 2023

Mr. Derrick Mo  
Ex Coworker, Shift Supervisor  
Starbucks Canada  
2685 E 49th Ave  
Vancouver, BC V5S 1J9

Subject: Request for Reference - Carman Chu

Dear Mr. Mo,

I hope you are doing well. It is Carman Chu from Starbucks. I worked with you as a barista under your supervision from May 2016 to Oct 2021.

I am writing to you because I am applying for a Medical Office Assistant position at Vancouver Coastal Health. I was hoping you would appreciate it if you could write a letter of recommendation for this job. I enjoyed my time working with you as a barista.

Some duties that I was tasked with were greeting and interacting with customers whenever they would come into the store. I also prepared drinks and food in a fast-paced environment, all while keeping my workstation clean and organized.

I believe that your recommendation will be vital because you would be able to express my customer service skills from working at Starbucks and my ability to multitask. You were able to experience my organizational and conflict resolution skills first-hand, which would be ideal for you to become my reference.

Thank you for taking the time to read my email, and if you are able to accept my request to be my reference, my email is [carmancchu@gmail.com](mailto:carmancchu@gmail.com). Please contact me anytime, I look forward to hearing from you.

Sincerely,



Carman Chu

2329 West Mall  
Vancouver, BC

April 17, 2023

Ms. Serena Yang  
Ex Coworker, Barista  
Starbucks Canada  
2685 E 49th Ave  
Vancouver, BC V5S 1J9

Subject: Request for Reference - Carman Chu

Dear Ms. Yang,

I hope you are doing well. It is Carman Chu from Starbucks. I worked with you as a barista under your supervision from May 2016 to April 2020.

I am writing to you because I am applying for a Medical Office Assistant position at Vancouver Coastal Health. I was hoping you would appreciate it if you could write a letter of recommendation for this job. I enjoyed my time working with you as a barista.

Some duties that I was tasked with were greeting and interacting with customers whenever they would come into the store. I also prepared drinks and food in a fast-paced environment, all while keeping my workstation clean and organized.

I believe that your recommendation will be vital because you would be able to express my customer service skills from working at Starbucks and my ability to multitask. Since we worked together, you could speak on my team-player skills and ability to adapt to any situation.

Thank you for taking the time to read my email, and if you are able to accept my request to be my reference, my email is [carmancchu@gmail.com](mailto:carmancchu@gmail.com). Please contact me anytime, I look forward to hearing from you.

Sincerely,



Carman Chu

2329 West Mall  
Vancouver, BC

April 17, 2023

Ms. Christina Park  
Manager, Pharmacist  
Shoppers Drug Mart  
3215 St Johns St  
Port Moody, BC V3H 2E1

Subject: Request for Reference - Carman Chu

Dear Ms. Park,

I hope you are doing well. It is Carman Chu from Shoppers Drug Mart. I work with you as a pharmacy assistant under your supervision from Nov 2022 to the present day.

I am writing to you because I am applying for a Medical Office Assistant position at Vancouver Coastal Health. I was hoping you would appreciate it if you could write a letter of recommendation for this job. I am currently very pleased with working with you as a pharmacy assistant.

Some duties you've given me are attending to customers and interacting with them while handling prescribed medication. I am also required to fill all medical prescriptions and handle controlled substances. My workstation must also stay clean and organized to avoid making mistakes.

I believe your recommendation will be vital because you would be able to express my customer service skills from working at Shoppers Drug Mart and my ability to multitask. You would also be able to speak on my team-player skills and ability to adapt to any situation.

Thank you for taking the time to read my email, and if you are able to accept my request to be my reference, my email is [carmanchu@gmail.com](mailto:carmanchu@gmail.com). I look forward to hearing from you.

Sincerely,



Carman Chu