

Gareth Yuen

April 13, 2023

62 Glenmore Drive, West Vancouver
British Columbia V7S 1A8
7785581398 • Tszyuen@student.ubc.ca

Dear Rachelle Jorgenson,

I hope this email finds you well. I'm applying for an online English tutor position at iSmart Education. They have requested a character reference from my previous supervisor at the English chat cafe, somebody familiar with my peer mentor activity during my time at Capilano University.

I attended the weekly meetings to fulfill my responsibility as a peer mentor and planned events to facilitate student interactions. As a result, I made many friends and received the opportunity to interact with students worldwide while strengthening my leadership and communication capabilities. But more importantly, I believe you can attest to my time and effort, and I trust that you understand me and can talk about my personal qualities to a potential employer.

It would be greatly appreciated if you could let me know if it is possible for a reference letter so that I can send additional information about the job requirement and description. Again, thank you for your time and attention; I look forward to hearing from you.

Sincerely,

Gareth Yuen

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Dear Kazuko Mito,

I hope this email finds you well. I'm applying for an online English tutor position at iSmart Education. They have requested a character reference from my previous supervisor in Japanese class, somebody familiar with my study group activity during my time at Capilano University.

The study group was a precious experience for me as I got to host weekly study groups to fulfill my responsibility as a study group leader, where I was tasked to preview and review class materials while engaging in conversations to encourage student interactions. As a result, I made many friends I am still in contact with, and we are all grateful for creating a study group. But more importantly, not only can you attest to my time and effort, but I trust that you can talk about my personal qualities to a potential employer as well.

It would be greatly appreciated if you could let me know if it is possible for a reference letter so that I can send more additional information about the job requirement. Again, thank you for your time and attention; I look forward to hearing from you.

Sincerely,

Gareth Yuen

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Dear Ishita Sharda,

I hope this email finds you well. I'm applying for an online English tutor position at iSmart Education, and they have requested a character reference for my previous experience at the English chat cafe. I believe my co-mentor, who shared numerous work and time with me during the mentorship, is perfect for writing a reference for me.

We attended the weekly meetings to fulfill our responsibility as peer mentors and planned events to facilitate student interactions. We learned and laughed a lot, as working with you was my greatest pleasure. But more importantly, I believe you can attest to my time and effort, and I trust that you understand me and can talk about my personal qualities to a potential employer.

It would be greatly appreciated if you could let me know if a reference letter is possible so that I can send additional information about the job requirement and description. Again, thank you for your time and attention; I look forward to hearing from you.

Sincerely,

Gareth Yuen