

Salma Ismail  
197 Sample Street  
Vancouver, BC

Mimi Rennie, Executive Director  
South Vancouver Neighbourhood House  
6470 Victoria Drive  
V5P3X7

April 16, 2023

Subject: Request of Reference

Dear Mimi Rennie,

I hope this letter finds you well. I am writing to request a reference for a job I am applying for as a Youth Social Worker in - Youth Small Grants Program at Frog Hollow Neighbourhood House.

As the Executive Director of South Vancouver Neighbourhood House (SVNH), your guidance and mentorship have been a tremendous influence on my career path and gaining confidence in my work. The experience gained while working with you, such as recruiting participants and building relationships with other organizations to advocate for youth voices, has equipped me with the skills and expertise required for the position at Frog Hollow.

I am particularly excited about the opportunity to work with youth in a larger capacity and support their social and emotional growth and involvement in their community. I would be grateful if you could be my reference, highlighting my strengths and suitability for the Youth Social Worker position.

Thank you for your time and consideration of my request, and I look forward to hearing from you soon.

Sincerely,



Salma Ismail.

Salma Ismail  
197 Sample Street  
Vancouver, BC

Michelle Lui, Manager Youth and Settlement  
South Vancouver Neighbourhood House  
6470 Victoria Drive, V5P3X7

April 16, 2023

Subject: Request of Reference

Dear Michelle Lui,

I hope this letter finds you well. I would like to request your permission to use you as a reference as I apply for Youth Social Worker- Youth Small Grant Program at Frog Hollow Neighbourhood House.

Your mentorship and guidance during my tenure as a Youth Settlement Counsellor at the South Vancouver Neighborhood House were instrumental in shaping my career path and helping me grow personally and professionally. Your support throughout the years is something I genuinely appreciate and value.

I am excited about this next chapter of my career and have gained the experience and expertise required for the Youth Social Worker position. Your reference would be invaluable to me as I pursue this opportunity.

If you could provide me with a reference, I would be grateful if you could highlight the skills and strengths you observed in me while working together, particularly how I am able to engage youth in programs and offer one on one support and referrals.

Thank you for your time and consideration.

Sincerely,



Salma Ismail.  
Salma Ismail  
197 Sample Street  
Vancouver, BC

Sakina Khan, Senior Caseworker  
104 – 12941 115 Ave  
Surrey, BC V3R 0E2

April 16, 2023

Subject: Request of Reference

Dear Sakina Khan,

I hope this letter finds you well. I am reaching out to request your permission to use you as a reference as I apply for the position of Youth Social Worker- Youth Small Grants Program at Frog Hollow Neighbourhood House.

As a Caseworker under your supervision, I worked with newcomer Arabic-speaking individuals and families and provided them with resources and referrals to support their integration into Canada. This experience was a turning point in my career and sparked my passion for working in the non-profit sector.

I would be grateful if you provided me with a reference highlighting the skills and strengths you observed in me during our time working together, particularly my ability to work with diverse populations and keep a meticulous record of client information.

Thank you for your time, and I look forward to hearing from you.

Sincerely,

A handwritten signature in cursive script that reads "Salma Ismail".

Salma Ismail.