

709 Braemar Road East  
North Vancouver, BC V7N 4G1

April 12, 2023

Alexandria Lee  
General Manager  
Cactus Club Café Park Royal  
West Vancouver, BC V7T 2Z3

Dear Ms. Lee,

I hope you are well. I am in the process of applying to Hootsuite for their Software Development Co-Op position and want to ask if you feel comfortable writing a strong letter of recommendation on my behalf.

I have thoroughly enjoyed our time working together over the past three years. As my manager, I believe you could honestly and effectively speak on my growth in Cactus Club Café and vouch for my ability to work in a team, in a fast-paced environment, and being a creative and fast-learner.

I appreciate you considering my request. The deadline for submitting the letter is April 21, 2023. I have attached an updated version of my resume, a cover letter for the job, as well as the job posting and details on how to submit the letter. If you need any additional information or have questions please don't hesitate to contact me.

Thank you for your time and consideration.

Sincerely,

Parsa Seyed Zehtab

A handwritten signature in black ink, appearing to read 'Parsa Seyed Zehtab', with a long horizontal stroke extending to the right.

(604) 970-3783

parsaz00@students.ubc.ca