

455 Albert Street
Stratford, ON N5A 3L3

December 19, 2019

Sarah Brears
Manager
Dominion House Tavern
3 Guelph Street
Stratford, ON N5A 3P1

Subject: Request for Reference

Dear Sarah,

I hope everything is running smoothly at the Dominion House since the new owners have taken over. I am reaching out to you in hopes of being able to use you as a reference for a new opportunity in my career.

The role I am applying for is located on a First Nations reserve on Manitoulin Island, and I would be the primary Dental Hygienist running the Children's Oral Health Initiative program. They are seeking a candidate who has superior time management and multi-tasking skills, and I believe having you as a reference would be very valuable as you have helped me strengthen both skills.

Please let me know if you are comfortable with being a reference for me, as I am planning to apply mid December. I have attached a copy of my résumé for your convenience. If you have any questions, please do not hesitate to call me at 416-555-4854 or you can reach me through e-mail at m.rosenberg@alumni.ubc.ca.

Thank you for your time and consideration, I am looking forward to your response.

Sincerely,

A handwritten signature in blue ink that reads "Meagan Rosenberg". The signature is written in a cursive style and is placed on a light-colored rectangular background.

Meagan Rosenberg

Enclosure: Résumé

455 Albert Street
Stratford, ON N5A 3L3

December 19, 2019

Dr. Mace Abdul
Dentist
Eastbridge Dental
14 Clarence Street
Kitchener, ON M7A 4F6

Subject: Request for Reference

Dear Dr. Abdul,

I am hoping you are adjusting well to the new office you have moved to. As per conversations in the past, I have been looking for a new challenge within my career and am hoping you would be one of my references.

The role I am applying for is located on a First Nations reserve on Manitoulin Island, and I would be the primary Dental Hygienist running the Children's Oral Health Initiative program (COHI). This would mean I would have to relocate and endure intensive training for the program, but I know it would be worth it if I can make a difference for the children on this reserve.

After working closely with you at Arden Park Dental, I have gained very valuable experience practicing my communication skills- both verbal and written, which the COHI program is seeking. I appreciate everything you have taught me and would be thrilled to have your credit as a reference.

Please let me know if you are willing to be a reference for me, as I am planning to apply mid December. I have attached a copy of my résumé for your convenience. If you have any questions, please do not hesitate to call me at 416-555-4854 or you can reach me through e-mail at m.rosenberg@alumni.ubc.ca.

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

Best,



Meagan Rosenberg

Enclosure: Résumé

455 Albert Street
Stratford, ON N5A 3L3

December 19, 2019

Shana Koch
Office Manager
Woodstock Dental
845 Laurentian Street
Woodstock, ON W9S 2Y9

Dear Shana,

I hope this e-mail finds you well, and that your promotion to management has brought you career satisfaction. As you may know, I myself have been seeking a more challenging job within the field of Dental Hygiene and was reaching out to request a reference on your behalf.

The role I am interested in applying for is on a First Nations reserve, Wikwemikong which is located on the beautiful Manitoulin island in northern Ontario. There I would be working out of the main health centre and running the Children's Oral Health Initiative program and providing dental hygiene therapies. This program is seeking a candidate who can work efficiently in a team as well as independently.

Without your guidance as a leading administrator at Arden Park Dental, I would not have had the opportunity to grow my skills and passion for my career as a Dental Hygienist. You have helped to guide and direct my abilities to provide better care for all my patients, and for that I believe it would be very valuable to have you as a reference.

If you are willing to be a reference for me, please let me know at your earliest convenience. I have attached my résumé for your consideration. If you have any questions, please don't hesitate to call me at 416-555-4854 or you can reach me through e-mail at m.rosenberg@alumni.ubc.ca.

Thank you for your time and consideration and am looking forward to your response.

Warm regards,



Megan Rosenberg

Enclosure: Résumé