

Alicia DeGelder  
777 Jones Street  
Kelowna B.C. V1Y 2S6

March 24, 2019

Hope Byrne  
2268 Pandosy Street  
Kelowna B.C. V1Y 2S6

Dear Hope:

I am writing to you as I am applying for a summer student position within the Biomedical Research Center at UBC and would be grateful if you would be willing to write a reference letter on my behalf.

During my time working under your leadership, I have gained many new skills and have improved on those that I had initially brought to the position. I appreciate that you trusted me to work independently and feel that my ability to self-motivate will be an asset in the future. My proficiency with Microsoft programs such as Word, Excel and Visio have drastically improved with much hands-on learning. I hope I have proven to be an asset to you, as well as to the others I have assisted, and that you would be willing to write a brief letter of reference.

If you feel you cannot write this letter, I would appreciate any feedback you can provide that may help me be a better employee in the future. Thank you for your time and consideration. If you have any questions, you can contact me at [alicia.degelder@alumni.ubc.ca](mailto:alicia.degelder@alumni.ubc.ca).

Best regards,

*Alicia DeGelder*

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