

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

March 24, 2019

Dr. Amanda Wilmer
2268 Pandosy Street
Kelowna B.C. V1Y 2S6

Dear Dr. Wilmer:

I am writing to you because I am applying for a summer student position at the Biomedical Research Center at UBC and would appreciate it if you would be willing to write a reference letter on my behalf. I value all the encouragement you have given over the last couple of years and hope you agree that I have something to offer in this new position.

Working as the Administrative Assistant for the Microbiology Lab has been a wonderful experience in which I have gained many new skills. You have provided me with many new opportunities, including involvement in the many research projects done by KGH staff. I hope I have proven to be a reliable and exemplary employee, and you would be willing to share, in a reference letter, what you feel I can contribute to this new position.

If you feel you cannot write this letter, I would be grateful if you could provide any constructive feedback on areas where I may improve. Thank you for your time and consideration.

Best regards,

Alicia DeGelder

Alicia DeGelder