

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

March 24, 2019

Louise Bertrand  
2268 Pandosy Street  
Kelowna B.C. V1Y 2S6

Dear Louise:

I am writing to you today as I am applying for a position as a summer student at the Biomedical Research Center at UBC and would appreciate it if you would write a letter of reference to include with my application package.

As an employee in the MDR department for over ten years, I gained many skills that I believe would be an asset to the Biomedical Research Center. As a lead technician, I learned how to communicate with others in a leadership capacity and relied heavily on my ability to prioritize work. I held myself to high standards, ensuring that all work was done with patient safety as the primary goal. I hope that you will agree that the work I did while under your leadership was exemplary, and you would be willing to speak out on my behalf.

If you feel you cannot write this letter of reference, I would appreciate any advice you can provide so that I may improve in the future. I appreciate your time and consideration. If you require any further information, please contact me at [alicia.degelder@alumni.ubc.ca](mailto:alicia.degelder@alumni.ubc.ca).

Best regards,

Alicia DeGelder