

Alison Ma
5960 Student Union Blvd
Vancouver, B.C., V6T 1Z1

August 11, 2020

Vanessa Isabel Alviarez
Assistant Professor
University of British Columbia
Vancouver, B.C. V6T 1L4

Subject: Alison Ma - Recommendation Request

Dear Dr. Alviarez,

In Spring 2020, I have taken a research course under your guidance. I have greatly enjoyed and benefited from the conversations that I had with you. It was very rewarding; I had a broader understanding about international economics. As my undergraduate thesis advisor and mentor, I was hoping that you might know me well enough and write a general recommendation for my credentials file.

As you can see from the attached cover letter, I am targeting the position of Coordinator, Communications & Engagement [F20] in UBC which will draw upon my data analysis, organizational and writing skills.

I have attached my resume which will bring you up to date about some of my achievements, a summary sheet to refresh your memory about my thesis paper, and the finalized paper that was handed in to you. You could send the reference letter to my email at alison.mhy@gmail.com.

Thank you very much for your time to review this request.

Sincerely,
Alison Ma

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August 11, 2020

Viola Chan
Assistant Manager
HKTVmall
Tseung Kwan O, Hong Kong

Subject: Alison Ma - Recommendation Request

Dear Miss Chan,

It was a very rewarding internship in HKTVmall, I found myself enjoying my role and was grateful that I could bring a slight impact to the company. The projects under your guidance was very helpful, I have learnt a lot from you and some others in the company.

I am writing to request for a reference letter for my next job search. As you know, I am looking for my next internship in the coming Fall and have found several exciting opportunities that I am interested in. These jobs will draw upon my social media and communication skills.

I have attached my resume to keep you up to date some of my experience and achievements outside school, as well as my cover letter to let you know my next targeted position in the research field by applying business tools on impact investment.

I was hoping that you could endorse my candidacy for jobs in the business and economics field. I would be happy to provide further information and talk about this at your convenience. Please kindly send the reference letter to my email at alison.mhy@gmail.com.

Thank you again for your time and all you have done for me. I hope HKTVmall would continue to thrive with your passionate assistance. Stay safe.

Sincerely,
Alison Ma

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5960 Student Union Blvd
Vancouver, B.C., V6T 1Z1

August 11, 2020

Matt Lowe
Sessional Lecturer
University of British Columbia
Vancouver, B.C. V6T 1L4

Subject: Alison Ma - Recommendation Request

Dear Dr. Lowe,

I hope you are doing fine in the Summer. I took a Behavioural Economics course with you in Spring 2020, it was a very interesting class and I have learnt a lot from different research papers that you provided. I am currently applying to the position of Coordinators, Communications & Engagement [F20] at UBC. I am writing to kindly ask for recommendation letter from you.

The position that I am applying for requires excellent judgement and ability to process high complexity of information. In your course, I have learnt about econometrics and research paper analysis. These skills speak to the position that I am applying to.

I have attached my resume to refresh you about my experience and achievements outside school, as well as my cover letter to let you know my next targeted position in the research field. Please kindly send the reference letter to my email at alison.mhy@gmail.com.

Thank you for your time to review my request...

Sincerely,
Alison Ma