

Beth Carter
Curator
Bill Reid Gallery
639 Hornby St
Vancouver, BC

April 4, 2016

Dear Beth,

I truly appreciate all you have done for me during my time at Nikkei National Museum. You gave me, equal parts, guidance and autonomy which allowed me to grow as a Collections Manager and as an individual. As you know, I am in my last year of university studying Computer Science and am seeking to gain employment at Hootsuite as a Software Developer Intern. For this, I am required to send a reference letter to accompany my application.

If you are agreeable to writing a letter of recommendation to Hootsuite on my behalf, I would appreciate it if you could comment on my following skills:

- Technical expertise at the museum (including the development of the collections database)
- Ability to work both independently and in a team
- Written and verbal communication skills

I have enclosed an attachment of the intern application and a link to my LinkedIn profile to provide further information. The letter of recommendation will be included in my application package and can be emailed to me at jensen.alexis@gmail.com by April 6, 2016. If you are willing to write the letter and need anything else, please let me know.

Thank you for your time and I hope the Bill Reid Gallery is treating you well.

Kind Regards,



Alexis Jensen