

Amy Vergouwen
1873 Country Club Drive
Kelowna, BC, V1V 2R6

December 16, 2019

Michael Woodworth, PhD
Professor
Department of Psychology
The University of British Columbia Okanagan
Office ASC 205
3333 University Way
Kelowna, BC V1V 1V7

Subject: Request for reference

Dear Dr. Woodworth,

I hope you are doing very well, and I hope your classes have been a success this year. Hopefully you were able to get the RCMP in this year to present in your forensics class! I am reaching out to you in hopes of using you as a reference for an academic program I am applying to.

I am applying to the Bachelor of Therapeutic Recreation Program at The University of Lethbridge. This is a postgraduate program only available to those who have already completed an undergraduate degree in a health discipline. As you know, I volunteer at a long-term care facility with the therapeutic recreation team, so this academic program is a natural step for me to progress my career.

Having you as a reference would be very beneficial to me, as you can vouch for my work ethic and academic performance from the classes I have taken with you. Please let me know if you are comfortable providing a reference for me. If you would like to talk more about this in person, please don't hesitate to send me an email at amy.vergouwen@alumni.ubc.ca, and I can come by your office any time. I have attached my resume for your convenience, as well.

Thank you for your consideration and I look forward to speaking with you very soon.

Best,

Amy Vergouwen

Amy Vergouwen

Encl: Resume

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1873 Country Club Drive
Kelowna, BC, V1V 2R6

December 16, 2019

Heather Owens
Director of Resident Programs
Glenmore Lodge Care Community
325 Drysdale Blvd
Kelowna, BC V1V 1P5

Subject: Request for reference

Dear Heather,

I hope you are doing very well and I hope that you are having a relaxing few weeks leading up to the holiday season. I am reaching out to you in hopes of using you as a reference for an academic program I am applying to.

I am applying to the Bachelor of Therapeutic Recreation Program at The University of Lethbridge. This is a postgraduate program only available to those who have already completed an undergraduate degree in a health discipline. I have had such a wonderful year working at the care facility on your therapeutic recreation team, so this academic program is a natural step for me to progress my career.

Having you as a reference would be very beneficial to me, as you can vouch for my passion in recreation therapy and the skills I've developed while on your team. Please let me know if you are comfortable providing a reference for me. If you would like to talk more about this in person, I will be returning to work at the care facility on January 8, or feel free to send me an email at amy.vergouwen@alumni.ubc.ca. I have attached my resume for your convenience, as well.

Thank you for your consideration and I look forward to seeing you in the New Year.

Best,



Amy Vergouwen

Encl: Resume

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Kelowna, BC, V1V 2R6

December 16, 2019

Matt Alfke
Sales Manager
Carbon Solutions Group Canada
724 East Lake Road NE
Airdrie, AB T4A 2J5

Subject: Request for reference

Dear Matt,

I hope you are doing great, and that sales are going very well for you and the CSG team. I am reaching out to you in hopes of using you as a reference for an academic program I am applying to.

I am applying to the Bachelor of Therapeutic Recreation Program at The University of Lethbridge. This is a postgraduate program only available to those who have already completed an undergraduate degree in a health discipline. As you know, I volunteer at a long-term care facility with the therapeutic recreation team while I am attending university, so this academic program is a natural step for me to progress my career.

Having you as a reference would be very beneficial to me, as you can vouch for my work ethic and the skills I developed while working for you. Please let me know if you are comfortable providing a reference for me. If you would like to talk more about this over the phone, please don't hesitate to give me a call at 403-463-2535, or send me an email at amy.vergouwen@alumni.ubc.ca. I have attached my resume for your convenience, as well.

Best,

Amy Vergouwen

Amy Vergouwen

Encl: Resume