

Carmen Chow
xx – xxxx Sills Ave.
Richmond, BC. V6Y4K8
December 4th, 2017

Dr. Karl Pinno
University of British Columbia
3333 University Way
Kelowna, BC V1V 1V7

Dear Dr. Pinno:

I hope you are having a fantastic semester. Congratulations again on signing a two-year contract with the university! I hope you are enjoying your time in Kelowna.

Upon your suggestion to start my career in banking, I am pleased to inform you that I am applying for the client service representative position at one of the branches of the Royal Bank of Canada in Vancouver. It would be a tremendous favour to me if you would act as my most trusted reference to speak on my behalf about my qualifications for this opportunity.

Thank you for your time and consideration. As usual, I can be reached via my cell phone at (778) 994-7638, or through my email at crmnchw@gmail.com.

Sincerely,

Carmen Chow

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xx – xxxx Sills Ave.
Richmond, BC. V6Y4K8
December 4th, 2017

May Poon
Grancity Autobody
11320 Bridgeport Rd
Richmond, BC V6X 1T2

Dear May:

It has been a while! I hope you are doing well.

I am writing to you today to let you know that I am applying for the client service position at one of the branches at the Royal Bank of Canada. Thank you so much for teaching me the skills necessary to build up a career in customer service. A large portion of the skills I have developed for this position came from being under your guidance during my time at Grandcity. These skills include being comfortable with working in a bilingual English and Cantonese speaking environment, and being able to efficiently provide assistance to customers. I hope you will consider acting as my reference and speak on my behalf about my qualifications for this position.

Thank you for your time and consideration. I can be reached via my cell phone at (778) 994-7638, or through my email at crmnchw@gmail.com.

Sincerely,

Carmen Chow

Taylor Whyte
Starbucks
8525 Sea Island Way
Richmond, BC V6X 1S1

Dear Taylor:

It has been a while! I hope your recent vacation in Italy was fun. Congratulations again on your marriage! I hope you and your husband are doing well.

I am writing to you today to let you know that I am applying for the client service position at one of the branches at the Royal Bank of Canada. Thank you so much for teaching me the skills necessary to build upon my career in customer service. There are some unique skills I have developed during my time at Starbucks. They include multi-tasking in a fast paced environment, and learning how to work efficiently as a team. I hope you will consider acting as my reference and speak on my behalf about my qualifications for this position.

Thank you for your time and consideration. I can be reached via my cell phone at (778) 994-7638, or through my email at crmnchw@gmail.com.

Sincerely,

Carmen Chow