

Reference One

7435 Vista Cres
Burnaby BC V5E 2C9

April 2, 2022

Ms. Ela Wojewska
321 Waverley Ave,
Burnaby, BC V5J 4A4

Dear Ms. Wojewska,

I am reaching out to ask you to provide me with a reference for a new opportunity I am seeking in NetEase Games Montréal. Of course, I completely understand if you are unable to commit to this. Please just let me know as soon as possible.

I have learned a lot about the translation industry while working for you at Daily Art, which will increase my chances of securing this new position. As you know, I am preparing to apply for a Chinese-English translation position at NetEase Games Montréal. Although the content to be translated is not necessarily artistic, it is related anyway, and you know my translation skills and work performance best.

Thank you very much for considering my request. I have attached a copy of my updated resume and the job posting for your review. If you want to learn more about the company, you can visit this link: <https://www.linkedin.com/jobs/view/2984945702/>. Yan Song from Human Resources will be the contact person at NetEase Games Montréal who will be in touch if you agree to provide the reference for me.

If you have any questions or need any further information, please don't hesitate to let me know. You can contact me anytime at 778-681-0123 or email me at lilin202026@gmail.com. Thank you.

Best Regards,

A handwritten signature in black ink that reads "Carol Li". The signature is written in a cursive, flowing style.

Carol Li

Reference Two

7435 Vista Cres
Burnaby BC V5E 2C9

April 2, 2022

Ms. Tiffany Ting
Metro tower II, #1028,
4720 Kingsway
Burnaby, BC V5H 4N2

Dear Ms. Ting:

You have received this letter because I hope you can give me a reference for a translation position at NetEase Games Montréal, the first game studio established overseas by China NetEase, which requires a large number of Chinese-English translators.

You have helped me a lot since working with you at VanPeople. Articles translated and written by me had always the highest number of views among all editors. I worked diligently, submitted manuscripts on time, and you are most aware of my responsibility for my work and eagerness to learn.

I am seeking a job as a Chinese-English translator and your positive recommendation will improve my prospects for achieving my career goals; for more information on this job opening, you can visit this link: <https://www.linkedin.com/jobs/view/2984945702/>. Thank you very much for your references and comments on my performance in your work.

If you can provide me with a reference by April 5th, please let me know so I can better prepare for the application. You can contact me anytime at 778-681-0123 or email lilin202026@gmail.com. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Carol Li". The signature is written in a cursive, flowing style.

Carol Li

Reference Three

7435 Vista Cres
Burnaby BC V5E 2C9

April 2, 2022

Ms. Echo Wu
7818 6th St Unit 301,
Burnaby, BC V3N4N8

Dear Ms. Wu:

I hope you are all well. I am writing to ask a big favor - I am applying for a position as a Chinese-English translator at NetEase Games Montréal and I would like you to consider writing a letter of recommendation on my behalf. I have always appreciated your work style and judgment as a team leader. You can always consider and bring out the characteristics of each person when organizing and arranging work, and I think you are a perfect helper to me.

During my teaching at CCS, my professional ability has been recognized by many students and parents. In addition, I am good at communicating and cooperating with people. During our celebration of the Spring Festival, I effectively coordinated various activities, so that the children and parents who came to participate in the activities fully enjoyed a traditional Chinese festival. I guess that's one of the advantages of joining a new translation team.

If for any reason you are reluctant to write this letter of recommendation for me, I totally understand. However, if you wish to do so, you can refer to the content of this job: <https://www.linkedin.com/jobs/view/2984945702/> and my job resume (see attachment).

Please let me know if you can list me as a reference by April 5 so I can better prepare for the application. You can contact me anytime at 778-681-0123 or email me at [linlin202026@gmail.com](mailto:lilin202026@gmail.com). Thank you.

Sincerely,

A handwritten signature in black ink that reads "Carol Li". The signature is written in a cursive, flowing style.

Carol Li