

Cheryl Chao
5115 Cambie Street
Vancouver, BC V5Z 2Z6

December 10, 2019

Jackie Pun
5938 Sherbrooke St.
Vancouver, BC V5W 3N2

Subject: Reference Letter Request

Dear Ms. Pun,

I hope this letter finds you well. I am currently applying for an elementary tutor position at Oxford Learning Center. This job requires tutors to assist students with completing English or Math workbooks designed from the learning center through giving explanations to concepts. Furthermore, tutors would need to strengthen students' attention span and their problem-solving abilities.

My experience working as a behaviour interventionist has helped to build skills needed to work with special needs children. Specifically I have learned skills that target the development of children's social and attentional skills to better prepare them for the classroom environment.

I hope you could speak of:

- My patience with children especially when repeated explanations are needed
- My errorless teaching abilities to correct unaccepted behaviours
- My creativity to implement small activities to encourage behaviour during free play

Your positive reference is greatly appreciated and for your reference, I have attached my resume below. Thank you so much for your consideration to this reference letter. Should you have any questions, feel free to contact me at cherylchao.27@alumni.ubc.ca. I look forward to hearing from you soon.

Sincerely,

Cheryl Chao

Cheryl Chao

Encl. Resume

Cheryl Chao
5115 Cambie Street
Vancouver, BC V5Z 2Z6

December 10, 2019

Wesley Wong
#300 – 225 West. 8th Avenue
Vancouver, B.C.
V5Y 1N3

Subject: Reference Letter Request

Dear Mr. Wong,

I hope this letter finds you well. I am currently applying for an elementary tutor position at Oxford Learning Center. This job requires tutors to assist students with completing English or Math workbooks designed from the learning center through giving explanations to concepts. Furthermore, tutors would need to strengthen students' attention span and their problem-solving abilities.

My experience working as a program leader in Jericho Kids Club has provided me with valuable experiences to use creative methods to engage children into planned activities. Furthermore, I have learned skills to communicate with children of different age groups. I hope you could mention:

- My ability to help guide children through conflict resolution
- My experience working with children of different age groups
- My creativity to implement group games and art activities

Your positive reference is greatly appreciated and for your reference, I have attached my resume below. Thank you so much for your consideration to this reference letter. Should you have any questions, feel free to contact me at cherylchao.27@alumni.ubc.ca. I look forward to hearing from you soon.

Sincerely,

Cheryl Chao

Cheryl Chao

Encl. Resume

Cheryl Chao
5115 Cambie Street
Vancouver, BC V5Z 2Z6

December 10, 2019

Susan Kochan
2251 Collingwood St,
Vancouver, BC V6R 3L1

Subject: Reference Letter Request

Dear Ms. Kochan,

I hope this letter finds you well. I am currently applying for an elementary tutor position at Oxford Learning Center. This job requires tutors to assist students with completing English or Math workbooks designed from the learning center through giving explanations to concepts. Furthermore, tutors would need to strengthen students' attention span and their problem-solving abilities.

My experience volunteering in your kindergarten class has provided me with valuable experiences to use engage with children and to support them through english or math work in class. In addition, being able to observe and learn teaching skills from you have also prepared me for a job that requires teaching in a small class. I hope you could speak of:

- My passion towards working with children
- My ability to support children through classroom activities
- My ability to support children during class time

Your positive reference is greatly appreciated and for your reference, I have attached my resume below. Thank you so much for your consideration to this reference letter. Should you have any questions, feel free to contact me at cherylchao.27@alumni.ubc.ca. I look forward to hearing from you soon.

Sincerely,

Cheryl Chao

Cheryl Chao

Encl. Resume