

Reference request letter 1

5665 Irmin Street
Burnaby, BC V5J 0C4
March 25, 2019

Teri Brewer
30 Minute Hit Burnaby
1801 Rosser Ave
Burnaby, BC V5C 6R4

Subject: Reference Request for Physiotherapy Clinic Receptionist Position

Dear Mrs. Brewer,

I am reaching out to ask whether it would be possible for you to provide me a reference. I am in the process of applying for a front-desk position, and your assistance would be greatly valued.

Working for you as a trainer at your gym since 2016 has been so rewarding as you have taught me so many useful business and training skills. If you would be able to attest to my expertise as a fitness leader and to the skills 30MH has provided me with, I would greatly appreciate it.

I am currently seeking an opportunity as a receptionist at Treloar Physiotherapy, and having your positive input would be greatly valuable to me. Please let me know if I can provide you with any of my previous experience and qualifications for the reference. I have attached my resume for your review. Should you have any questions or comments, please reach out to me at christine1221@me.com. Thank you for your time and consideration.

Sincerely,

Christine Pang

Enclosure: Resume