

Coco Chen

mail:Mengxichen1997@gmail.com | Tel: 604-771-4884

4085 West 40th Street
Vancouver, BC V6N 3B9
November 30, 2021

Dr. Rob Kozak
Dean of Faculty of Forestry
University of British Columbia
Vancouver, BC V6T 1Z4

Subject: Request to submit a letter of recommendation (Coco Chen)

Dear Professor Kozak:

I hope you are doing well!

I am contacting you for a letter of recommendation for my position as a GIS specialist at the Arizona Department of Forestry and Fire Management (DFFM). I took your Forestry Biometrics course from January 2019 to April 2019. I thoroughly enjoyed it and it was particularly useful in my current study work. As a result, I received an A in the course and actively participated in answering questions to help many of my peers during the lab. I trust that you will comment on my data handling skills, learning ability, and contribution to the course community.

I would be very grateful if you would consider my request, and completely understand if you are unable to provide such a reference. In that case, please let me know as soon as possible.

For your reference, please find the job description and my resume in the attachment. Feel free to ask any question via my email: Mengxichen1997@gmail.com

Sincerely,



Coco(Mengxi) Chen
Encl. Résumé and Cover Letter

Coco Chen

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4085 West 40th Street
Vancouver, BC V6N 3B9
November 30, 2021

Dr. Harry Nelson
Professor in Faculty of Forestry
University of British Columbia
Vancouver, BC V6T 1Z4

Subject: Request to submit a letter of recommendation (Coco Chen)

Dear Professor Nelson:

Hope you are well!

I'm Coco Chen your previous student in Forest Resource Management. And I am contacting you for a letter of recommendation for my position as a GIS specialist at the Arizona Department of Forestry and Fire Management (DFFM). I've taken 2 courses with you (Forest and Conservation Economics and Sustainable Forest Policy) in 2019 & 2020 and I got A in both of them. Thank you so much for providing me such a lot of forestry economic knowledge. They were especially useful when I was working as a forest technician in the interior of British Columbia.

If possible, could you please be my reference to my new position? I would be really appreciated it if you are willing to provide me a reference letter, and completely understand if you are unable to provide such a reference. In that case, please let me know as soon as possible.

I'll attach the job description and my resume below as an attachment. Hope you have a good day. Feel free to ask any question via my email: Mengxichen1997@gmail.com

Sincerely,



Coco(Mengxi) Chen
Encl. Résumé and Cover Letter

Coco Chen

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St Lucia QLD 4072,
Queensland, Australia
November 30, 2021

Dr. Yongpin Wei
Deputy Head of School
School of Earth and Environmental Sciences
The University of Queensland
St Lucia, Australia

Subject: Request to submit a letter of recommendation (Coco Chen)

Dear Professor Wei:

Hope you are well!

I am your student Coco Chen in Master of Environment Management. In the past year, I have completed an assessment of the riparian ecosystems of 10 major rivers around the world through remote sensing mapping under your supervision. This research has meant a lot to me, and I have gained a lot from your help in it, Professor Wei. And I am contacting you for a letter of recommendation for my position as a GIS specialist at the Arizona Department of Forestry and Fire Management (DFFM).

This job is highly relevant to my previous research project. If possible, could you please be my reference to this new position and comment on my information handling skills and work ethic during the research process? I would be really appreciated if you are willing to provide me a reference letter, and completely understand if you are unable to provide such a reference. In that case, please let me know as soon as possible.

I'll attach the job description and my resume below as an attachment. Hope you have a good day. Feel free to ask any question via my email: Mengxichen1997@gmail.com

Sincerely,



Coco(Mengxi) Chen
Encl. Résumé and Cover Letter