

DIANA DA YEON, CHOI

Phone: (778) 986 2787 | Email: diana.choi708@gmail.com
Address: 2075 West Mall, Vancouver, Canada, V6T1Z2

Professor Kerry Greer
Department of Sociology (Vancouver Campus),
6303 North West Marine Drive,
Vancouver, BC
V6T 1Z1

Dear Professor Greer,

I am writing to ask if you may be able to provide me a letter of recommendation for a Digital Assistant position at NUVO Magazine. While attending your SOCI 380 Quantitative Research class, I greatly enjoyed learning how to perform online research. Your guidance and encouragement throughout the process of creating and conducting online research helped me gain a deep understanding of how to perform a random sampling of the population and discover an audience.

The position at NUVO Magazine is to grow audience and I believe the skills I have learned in your class and conducting research would be valuable assets for this job.

I would be greatly appreciated if you could provide me a letter of recommendation before its application deadline, which is on December 21st. However, I will, of course, understand if for any reason you are not able to provide a letter of recommendation. You have already had a huge impact on my academic career and thus, I am thankful.

Thank you very much for your time and consideration.

Sincerely,



Diana Choi

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Sonia Wan
Editor and Designer Relations,
HAUSIE LIMITED
Unit A, 9/F, D2 Place,
9 Cheung Yee Street,
Lai Chi Kok
Hong Kong

Dear Sonia Wan,

I hope this email finds you well. I would first like to greet you by saying it was a great pleasure working with you at HAUSIE Limited. It was an amazing experience that allowed me to manage social media platforms and engage with different audiences. I am hoping to apply for a job at Digital Assistant at NUVO Magazine to take the skills further and writing to ask if you could provide me a reference letter for this position.

The position will involve similar tasks I have performed at HAUSIE but focusing more on writing and editing a digital and print article. The job also encompasses of creating a weekly e-newsletter and consistently sourcing new ways to engage and grow NUVO audience. I believe your support and encouragement throughout the process of creating content for HAUSIE magazine helped me to gain insight of interacting and growing fan-base of the company.

I would be greatly appreciated if you could provide me a reference letter before its application deadline, which is on December 21st. However, I will, of course, understand if for any reason you are not able to provide a letter of recommendation. You have already had a huge impact on my professional career and thus, I am thankful.

Thank you very much for your time and consideration.

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Professor Jackie Wong
Department of Creative Writing (Vancouver Campus),
Brock Hall Annex,
1874 E Mall,
Vancouver, BC
V6T 1Z1

Dear Professor Jackie Wong,

I am writing to ask if you may be able to provide me a letter of recommendation for a Digital Assistant position at NUVO Magazine. While attending your CRWR213 Writing for Media course, I have attained a deep understanding of writing for podcasting, blogging, and various public websites. All the writing practices and feedback I have gained from the course encouraged me to find a passion for writing with the new media landscapes. The course also allowed me to confront the necessities of writing effectively in a public, multidisciplinary interactive context.

Writing effectively for a public audience and engage critically with contemporary debates about the evolution of new media would be advantageous for this position.

I would be greatly appreciated if you could provide me a letter of recommendation before its application deadline, which is on December 21st. However, I will, of course, understand if for any reason you are not able to provide a letter of recommendation. You have already had a huge impact on my academic career and thus, I am thankful.

Thank you very much for your time and consideration.

Sincerely,



Diana Choi