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August 3, 2016

Ms. Lisa Kenyon
Regional Coordinator Volunteer Services
BC Cancer Agency - Vancouver Centre
Room 1411, 600 West 10th Avenue
Vancouver, BC V5Z 4E6

Dear Ms. Kenyon:

How are you? I hope you are enjoying your summer!

I am starting to look for a job in the software development field and have come across a job posting by Amazon. They are hiring a software development engineer and are looking for someone who moves fast, is capable of breaking down and solving complex problems, and has a strong will to get things done. As you may recall, I have been volunteering for the BC Cancer Agency for over two years now. During this period, I have been tasked with various assignments which require self-initiative, teamwork, and creativity. I am thankful for the opportunity as it has given me a chance to learn and grow my social skills. I am sure these are valuable skill sets that an employer looks for.

I am writing to ask if you would be willing to be my reference for this job application. I believe you will be able to draw on our shared experience of the various volunteer events and let my potential employer know about my skills and work ethics.

I have enclosed a copy of my resume for your reference. If you need any further information, please feel free to contact me at 604-732-1721 or darrenwongj@gmail.com.

Sincerely,

Darren Wong

Darren Wong