

Emily Jasmine Krisnamurti
1933 East 41st Avenue
Vancouver BC, V5P 4Y4

December 4, 2019

Indri Lestari
Assessment Manager
Korn Ferry Indonesia
DBS Bank Tower, Fl. 25
Karet Kuningan, Jakarta, 12940

Dear Mrs. Indri Lestari,

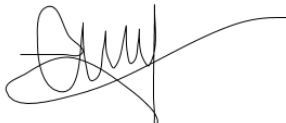
I hope this email finds you well. I heard that Korn Ferry is changing their organizational structure, I hope it's going smoothly and it will accommodate you well in the future. I wanted to write you to ask for a letter of recommendation, as I am trying to apply to a position within the field of Human Resources, specifically on Employee Experience at a fashion brand called Aritzia.

I am interested in the role of Office Experience Head here in Vancouver, Canada. The role will require me to handle strategic initiatives, day-to-day office experience tasks and space management. I believe that when I was working for you in Korn Ferry, you have taught me a lot about space management when it comes to handling clients and how important our surrounding is in order to comfort people. For that, I believe that you are the perfect person as a reference.

If you do have time out of your busy schedule to write me a reference letter, please let me know at your earliest convenience. You are able to contact me through my email: emilyjasmine25@gmail.com or through my WhatsApp number: +1(604)725-5856.

Thank you for your time. I look forward to hearing from you! Have a great day.

Sincerely,

A handwritten signature in black ink, appearing to read 'Emily', with a long horizontal flourish extending to the right.

Emily Jasmine Krisnamurti

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1933 East 41st Avenue
Vancouver BC, V5P 4Y4

December 4, 2019

Ditari Smaraputri
Learning for Development Senior Manager
L'Oreal Indonesia
DBS Bank Tower, Fl. 29
Karet Kuningan, Jakarta, 12940

Dear Mrs. Ditari Smaraputri,

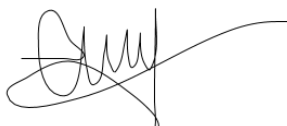
I hope this email finds you well. First and foremost, I would like to congratulate you for your promotion from junior to senior manager of the Learning for Development team. It is very well deserved. I am writing to you now to ask whether or not you would be willing to write me a reference letter for a role I am applying for in Aritzia Headquarters here in Vancouver, as a part of the Employee Experience Division.

The specific role I am applying for is called the Office Experience Head. The role will require me to handle strategic initiatives, day-to-day office experience tasks and space management. Whilst working for you in the past 5 months, I have learned what it's like to be able to manage, organize and be efficient in a very fast paced environment like L'Oreal. I believe you have taught me more than just what we could do to improve employees' skills through training, but you also guide me in understanding the beauty market. I believe that my familiarity in the beauty industry also lead me to the fashion industry, and that's partly thanks to your guidance.

With that being said, I believe you would be a great person to write my reference letter. If you do have time out of your busy schedule to write me a reference letter, please let me know at your earliest convenience. You are able to contact me through my email: emilyjasmine25@gmail.com or through my WhatsApp number: +1(604)725-5856.

Thank you for your time. I look forward to hearing from you! Have a great day.

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December 4, 2019

Asaelia Aleeza
Co-founder of Ubah Stigma
Ubah Stigma
Kemang Selatan VII
Jakarta Selatan, 12730

Dear Miss Asaelia,

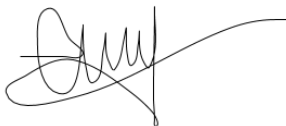
I hope this email finds you well. I want to congratulate you for getting your masters degree on Clinical Psychology from the University of College London. It is truly an amazing achievement and well-deserved. I am writing to you to ask for a reference letter from you as I am applying for a position in Aritzia, in the Employee Experience division.

The specific role I am applying for is called the Office Experience Head. The role will require me to handle strategic initiatives, day-to-day office experience tasks and space management. Because I have worked side-by-side with you in developing a NGO for almost 3 years now, I learned so much about organizational development, event planning, creating professional networks and being an effective speaker from you. I believe that these are important skills that would make me apt for any job I would want to undertake.

With that being said, I believe you would be a great person to write my reference letter. If you do have time out of your busy schedule to write me a reference letter, please let me know at your earliest convenience. You are able to contact me through my email: emilyjasmine25@gmail.com or through my WhatsApp number: +1(604)725-5856.

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