

Lisa Liang
2389 Joyce Street
Vancouver, BC V5R 4W6

December 8, 2019

Jane Smith
3897 Main Street
Vancouver, BC V5R 4W6

Subject: Reference Letter

Dear Ms. Smith,

I hope you're enjoying the holidays with your family.

I am currently in the process of applying for a teaching position at Felice Academy. As you have witnessed my work at the tutor centre for the last 5 years, I believe that you will be a great reference to provide insight of my work ethic and experience working with children.

Attached is a link to the job posting that I'll be applying to. If you have any further questions, please do not hesitate to contact me. I look forward to hearing from you soon.

sincerely,

Lisa Liang

Lisa Liang
2389 Joyce Street
Vancouver, BC V5R 4W6

December 8, 2019

Jacquie Hunt
2546 49th Avenue Street
Vancouver, BC V5R 4W6

Subject: Reference Letter

Dear Mrs. Hunt,

I hope you're enjoying the holidays with your family.

I am currently in the process of applying for a teaching position at Felice Academy. The teaching experience I've gained at Windermere secondary school is extremely valuable for this job acquisition. I am hoping that you can assist me by providing a reference letter to speak on the volunteer work I have done over the past summer at Windermere secondary school.

Attached is a link to the job posting that I'll be applying to. If you have any further questions, please do not hesitate to contact me. I look forward to hearing from you soon.

sincerely,

Lisa Liang

Lisa Liang
2389 Joyce Street
Vancouver, BC V5R 4W6

December 8, 2019

Alice Tossell
340 - 2546 Canada Way
Burnaby, BC V5R 4W6

Subject: Reference Letter

Dear Ms. Tossell,

I hope you're enjoying the holidays with your family.

I am currently in the process of applying for a teaching position at Felice Academy. As you have been my supervisor for the past 3 years, I believe that you will be a reference to speak on my work ethics and experience at the call centre. The valuable customer interaction and peer presentation skills I have gained at the call centre will help me excel in this new position. I am hoping that you can provide me with a reference letter indicating my experience and work at the call centre.

Attached is a link to the job posting that I'll be applying to. If you have any further questions, please do not hesitate to contact me. I look forward to hearing from you soon.

sincerely,

Lisa Liang