

456 Balsam Street
Vancouver, BC V6N 3T6

August 10, 2020

Maggie Liu
S.U.C.C.E.S.S.
28 West Pender Street
Vancouver, BC V6B 1R6

Dear Maggie,

I am writing you in the hopes that you will be my reference for a new opportunity I am seeking with TD Bank. You have been a great supervisor when I worked as an administrative assistant. I believe that you are most familiar with my problem-solving ability, teamwork, and leadership skills as an employee.

Thanks to your reference, I was able to apply to the Vancouver Film Festival. The opportunity at TD Bank would require many of the problem-solving and communication skills I developed while working for you, and I would be pleased to receive a letter of reference from you again.

Thank you so much for all you have done for me and for taking the time to review this request. Please let me know if you are comfortable endorsing my candidacy for employment at TD Bank. I have attached a copy of my updated resume and the job posting for your review. If you have any questions, please do not hesitate to contact me via email at joannayu9710@gmail.com. I would be happy to answer any questions and provide further information which will help you write your recommendation.

Sincerely,

Joanna Yu

Enclosure: Resume, TD Bank Job Posting

456 Balsam Street
Vancouver, BC V6N 3T6

August 10, 2020

Robert Gateman
Vancouver School of Economics
UBC Faculty of Arts
6000 Iona Drive
Vancouver, BC Canada V6T 1L4

Dear Professor Gateman,

I am writing you in the hopes that you will be my reference for a new opportunity I am seeking with TD Bank. After taking two courses with you over the past years, which I have greatly enjoyed and benefitted from, I believe that you are familiar with my understanding in micro and macro economics. I was hoping that you might know me well enough and have a high regard for my abilities to write a letter of reference for my job search.

The opportunity at TD Bank would also require many of the technical skills that I developed throughout your courses. I hope that you can vouch for my ability to learn new skills and produce quality work.

Thank you so much for all you have done for me and for taking the time to review this request. Please let me know if you are comfortable endorsing my candidacy for employment at TD Bank. I have attached a copy of my updated resume and the job posting for your review. If you have any questions, please do not hesitate to contact me via email at joannayu9710@gmail.com. I would be happy to answer any questions and provide further information which will help you write your recommendation.

Sincerely,

Joanna Yu

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Vancouver, BC V6N 3T6

August 10, 2020

Geoffrey Newman
Vancouver School of Economics
UBC Faculty of Arts
6000 Iona Drive
Vancouver, BC Canada V6T 1L4

Dear Professor Newman,

I am writing you in the hopes that you will be my reference for a new opportunity I am seeking with TD Bank. I learned a lot about the financial markets and institutions in your Money and Banking course. With your guidance, learning the key elements of the banking system and products was a wonderful learning experience. I believe that you are most familiar with my problem-solving ability, teamwork, and leadership skills as a student. Considering your influence and encouragement over the years, receiving a letter of reference from you would be very much appreciated.

The opportunity at TD Bank would also require many of the technical skills that I developed throughout your course. I hope that you can vouch for my ability to learn new skills and produce quality work.

Thank you so much for all you have done for me and for taking the time to review this request. Please let me know if you are comfortable endorsing my candidacy for employment at TD Bank. I have attached a copy of my updated resume and the job posting for your review. If you have any questions, please do not hesitate to contact me via email at joannayu9710@gmail.com. I would be happy to answer any questions and provide further information which will help you write your recommendation.

Sincerely,

Joanna Yu

Enclosure: Resume, TD Bank Job Posting