

2329 West Mall  
Vancouver BC, V6T1Z4

December 1, 2021

David Huang, Production Office Manager  
Motion Metrics International Corp.  
2389 Health Sciences Mall, Suite 101  
Vancouver BC, V6T1Z3

Subject: Reference Request – Kitty Yan

Dear David:

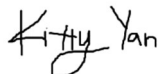
I hope you and the production team have been doing well since the last time we spoke. I am currently writing to you in request for a reference for a co-op position at WorkSafeBC.

The limited time that I was at Motion Metrics under your care since the beginning of last year to before I headed back to school, I have learned quite a bit about the mining industry and the efforts of what we currently know of machine learning and AI to make the industry overall a safer workplace environment.

As you may have remembered my efforts to semi-automate the process of creating invoices and managing tickets on JIRA with the support team, I am currently looking to expand and use my current knowledge in computer science to benefit the community and/or the workplace environment. It is why I am hoping to apply for the co-op position for IT Software Development at WorkSafeBC, and why I believe that your reference would be a great addition to my application.

Attached is my current resume as well as the job description for your perusal. Please let me know if you would be able to provide a reference for me by December 7<sup>th</sup>, and I thank you for your consideration on this matter. If you have any questions, please feel free to contact me back at 604-111-1234 or through my email at [yanchorki@gmail.com](mailto:yanchorki@gmail.com).

Sincerely,

A handwritten signature in black ink that reads "Kitty Yan". The signature is written in a cursive, slightly slanted style.

Kitty Yan

Enclosures: 1 Resume, 1 Job Description

2329 West Mall  
Vancouver BC, V6T1Z4

December 1, 2021

Amanda Parsons  
Guest Services Manager  
WestJet Airlines Ltd.  
3211 Grant McConachie Way  
Richmond, BC V7B 0A4

Subject: Reference Request – Kitty Yan

Dear Amanda:

I hope you and the IROP team have been doing well since the last time we met, and once again, congratulations on your new role as the Mental Health Advocate!

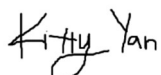
I am currently writing to you in request for a reference for a co-op position at WorkSafeBC.

Since my time at WestJet, especially when I moved to the office as a new member of the IROP team, I have been very appreciative of all your efforts in training me and giving me moral support. Through you, I have learned more than what the company and the airport mandated on working in a timely and safe manner, especially in regards to my own personal health and to any of the other team members of the IROP team.

As you may have remembered my love for asking why and how in the processes of SABRE and Nettracer, I am currently looking to expand and use my current knowledge in computer science to benefit the community and/or the workplace environment. It is why I am hoping to apply for the co-op position for IT Software Development at WorkSafeBC, and why I believe that your reference would be a great addition to my application.

Attached is my current resume as well as the job description for your perusal. Please let me know if you would be able to provide a reference for me by December 7<sup>th</sup>, and I thank you for taking the time to consider my request. If you have any questions, please feel free to contact me at 604-111-1234 or through my email at yanchoraki@gmail.com.

Sincerely,

A handwritten signature in black ink that reads "Kitty Yan". The signature is written in a cursive, slightly slanted style.

Kitty Yan

Enclosures: 1 Resume, 1 Job Description

2329 West Mall  
Vancouver BC, V6T1Z4

December 1, 2021

Lena Cuthbertson  
Provincial Executive Director  
Office of Patient-Centred Measurement  
British Columbia Ministry of Health  
Vancouver BC, V6Z 2K5

Subject: Reference Request – Kitty Yan

Dear Lena:

I hope you and the team at Providence Health Care have been doing well since the last time we met and thank you once again for the volunteer opportunities you have given me in the past as an undergraduate student and during the past few months. I am currently writing this letter to you in request for a reference for a co-op position at WorkSafeBC.

You have always been a mentor for me, providing general life and education advice, even from the very first time we met. Whether it be when I was working as an intern to help assist you and your team in the first ever province wide survey for residential care, or when I was working as an independent contractor to assist in creating and maintaining the survey on the impact of COVID-19 on long term care residential homes, you were always there to provide support and teach me about how to think beyond the individual and towards the community.

As you may have remembered my request in asking your advice on switching to computer science and you provided me many opportunities to explore my interest, I am currently looking to expand and use my current knowledge to benefit the community and/or the workplace environment. This is why I am hoping to apply for the co-op position for IT Software Development at WorkSafeBC, and why I believe that your reference would be a great addition to my application.

Attached is my current resume as well as the job description for your perusal. Please let me know if you would be able to provide a reference for me by December 7<sup>th</sup>, and I thank you for taking the time to consider my request. If you have any questions, please feel free to contact me at 604-111-1234 or through my email at yanchorki@gmail.com.

Sincerely,



Kitty Yan

Enclosures: 1 Resume, 1 Job Description