2550 Wesbrook Mall

Vancouver, BC VGT 1X7

March 23, 2019

David Yu, Store Manager

Shoppers Drug Mart

7538 120 St

Surrey, BC V3W 3N1

Subject: *Inquiry about a Letter of Reference*

Dear Mr. Yu:

I hope you are doing well. I am applying for a traffic attendant position at the Vancouver Fraser Port Authority and I am inquiring in regard to a potential reference letter.

During my employment at Shoppers Drug Mart, I gained interpersonal skills that allowed me to be customer service oriented and outgoing. Furthermore, my experience in labeling and pricing store items has helped me become more organized. As my manager at Shoppers, I believe that you possess the ability to comment on my skills as I will be utilizing them in this traffic attendant position.

Thank you for taking my request into consideration. Attached in this email is my resume and job posting for you to view.

If you have any additional questions, please contact me at jasminsenghera@gmail.com.

Sincerely,

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Description automatically generated

Jasmin Senghera

Encl. Résumé and Job Posting

2550 Wesbrook Mall

Vancouver, BC VGT 1X7

March 23, 2019

Kevin Gillard, Operations Manager

Geographic Information Centre

UBC Room 112 – 1984 West Mall

Vancouver, BC V6T 1Z2

Subject: *Inquiry about a Letter of Reference*

Dear Mr. Gillard:

I hope you are doing well. I am applying for a traffic attendant position at the Vancouver Fraser Port Authority and I am inquiring in regard to a potential reference letter.

During my employment at the Geographic Information Centre, I developed skills pertaining to problem solving and communicating effectively. The site searches I performed, involved weighing several different options and communication with you as to why I chose those options. Thus, I believe you possess the ability to comment on these skills as I will be utilizing them in this traffic attendant position.

Thank you for taking my request into consideration. Attached in this email is my resume and job posting for you to view.

If you have any additional questions, please contact me at jasminsenghera@gmail.com.

Sincerely,

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Encl. Résumé and Job Posting

2550 Wesbrook Mall

Vancouver, BC VGT 1X7

March 23, 2019

Elias Rhajiak, Volunteer Coordinator

Vancouver Coastal Health

855 W. 12th Avenue

Vancouver, BC V5Z 1M9

Subject: *Inquiry about a Letter of Reference*

Dear Mr. Rhajiak:

I hope you are doing well. I am applying for a traffic attendant position at the Vancouver Fraser Port Authority and I am inquiring in regard to a potential reference letter.

My experience as a wayfinding volunteer at UBC Hospital allowed me to develop my confidence in communicating with others and maintain courtesy and respect for others. Additionally, this experience allowed me to become more comfortable solving problems in a fast-paced environment. As the volunteer coordinator at UBC hospital, I feel that you possess the ability to discuss these skills I have obtained as I will be utilizing them in this traffic attendant position

Thank you for taking my request into consideration. Attached in this email is my resume and job posting for you to view.

If you have any additional questions, please contact me at jasminsenghera@gmail.com.

Sincerely,

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Jasmin Senghera

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