

2550 Wesbrook Mall
Vancouver, BC VGT 1X7

April 1st, 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:

Hello, 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, the skills you taught me through labeling and pricing store items have helped me become more organized. As my manager at Shoppers Drug Mart for the past four years, 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 résumé and the job posting for you to view. If you could kindly have your letter completed by mid-April, it would be most appreciated. This letter can be emailed to me at the email address provided below.

If you have any additional questions, please feel free to contact me by phone at 604 603 1722 any day after 5 pm or email me at jasminsenghera@gmail.com.

Sincerely,



Jasmin Senghera

Encl. Résumé and Job Posting

2550 Wesbrook Mall
Vancouver, BC VGT 1X7

April 1st, 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:

Hello, 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 have developed skills pertaining to problem solving and communicating effectively all with your guidance. 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.

Attached in this email is my résumé and the job posting for you to view. If you could kindly have your letter completed by mid-April, it would be most appreciated. This letter can be emailed to me at the email address provided below.

If you have any additional questions, please feel free to contact me by phone at 604 603 1722 any day after 5 pm or email me at jasminsenghera@gmail.com.

Sincerely,



Jasmin Senghera

Encl. Résumé and Job Posting

2550 Wesbrook Mall
Vancouver, BC VGT 1X7

April 1st, 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:

Hello, 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 confidence in communicating with others while maintaining courtesy and respect. Additionally, your advice and guidance through this experience helped me to become 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.

Attached in this email is my résumé and the job posting for you to view. If you could kindly have your letter completed by mid-April, it would be most appreciated. This letter can be emailed to me at the email address provided below.

If you have any additional questions, please feel free to contact me by phone at 604 603 1722 any day after 5 pm or email me at jasminsenghera@gmail.com.

Sincerely,



Jasmin Senghera

Encl. Résumé and Job Posting