

REFERENCE REQUEST LETTER #1:

123 Maple Road
Victoria, BC V8V 0V0

April 2, 2022

Valerie Herring, DHP(C)
555 Seal Lane
Fort Smith, NWT X0E 0P0

Dear Ms. Herring:

I hope this letter finds you well. I have enjoyed our remote mentoring sessions over the winter, and I look forward to more of them this spring.

I am currently applying for an administrative position within the Public Health Agency of Canada. As a former Camosun College student of yours and as a current mentoring partner, I am writing to request a letter of reference for my employment application.

I found your leadership and administration style inspiring while at school. I am so glad we have been able to participate in the mentoring pilot project together as colleagues, and I look forward to continuing to learn from you as I grow my career.

If it is possible, please send a short email detailing my strengths in an administrative capacity that I may use as a reference in my job search. I know you are busy up in NWT with your new public clinic position, so if you lack the time I absolutely understand. Please let me know.

I have attached a copy of my resume and the employment advertisement for you to review if you wish. Thank you so much for your time.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jennifer Worsham', with a long horizontal flourish extending to the right.

Jennifer Worsham, RDH, DHP(C)
vic247dental@gmail.com

Enclosure: Resume and Employment Advertisement

REFERENCE REQUEST LETTER #2:

123 Maple Road
Victoria, BC V8V 0V0

April 2, 2022

Dr. Adam Pite
2015 Oak Bay Ave
Victoria, BC V8R 1E5

Dear Dr. Pite:

I hope this letter finds you and the staff at Oak Bay Dental well. I really enjoyed working with you and the team last summer.

I am currently applying for an administrative position within the Public Health Agency of Canada. As your former locum hygienist, I am writing to request a letter of reference for my employment application.

I find your philosophy of practice and leadership style to be outstanding, and I am confident when I refer my own patients to you for further care. I feel that a reference from you would significantly augment my application.

If you have time, please send a short email detailing my strengths in an administrative capacity that I may use as a reference in my job search. I understand your office is tightly scheduled these days, so please let me know if you are not able to make time for this.

I have attached a copy of my resume and the employment advertisement for you to review if you wish. Thank you so much for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jennifer Worsham', with a stylized flourish at the end.

Jennifer Worsham, RDH, DHP(C)
vic247dental@gmail.com

Enclosure: Resume and Employment Advertisement

REFERENCE REQUEST LETTER #3:

123 Maple Road
Victoria, BC V8V 0V0

April 2, 2022

Dr. Dean Stelmaschuk
888 Pine Way
Sooke, BC V0S 1N0

Dear Dr. Stelmaschuk:

I hope this letter finds you well. It has been a few years now since your retirement, and I'm sure you and Gertie are enjoying your farm.

I am currently applying for an administrative position within the Public Health Agency of Canada. As your former Lead Certified Dental Assistant, I'm writing to request a letter of reference for my application package.

Working within your practice is what inspired me to further develop my dental career into the hygiene branch. I have opened my private practice now, and you were instrumental in the development of my own low-barrier philosophy of care. I would deeply appreciate anything you could share regarding my administrative strengths that I may use as a reference letter in my job search.

I know it has been a few years since your retirement, so if you are not comfortable providing a current reference, I understand completely. Please let me know.

I have attached copies of both my resume and the employment advertisement for you to review if you wish. Thank you so much for your time.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jennifer Worsham', with a stylized flourish at the end.

Jennifer Worsham, RDH, DHP(C)

Enclosure: Resume and Employment Advertisement