

2205 Lower Mall,  
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Vancouver, BC V6T 1Z4

April 20, 2021

Abhijit Pandhari  
Residence Life Manager  
UBC Student Housing and Community Services  
2205 Lower Mall  
Vancouver, BC V6T 1Z4

Subject: Reference Letter Request – Katherine Chan

Dear Mr. Pandhari,

I hope you are doing well. I am writing to ask if you would feel comfortable writing a letter of recommendation to apply for the position of Graduate Project Assistant in Enrolment Services.

As a Resident Advisor on your team, I believe you could effectively vouch for my research and administrative abilities. I thoroughly enjoyed my time applying for the UBC Recreation MOVE U Grant and planning the Table Tennis Tournament in February. During that time, I extensively strengthened my leadership and communication skills by acting as the team lead.

I appreciate you for taking the time in considering my request for a reference letter. Please find enclosed the job posting along with my updated resume and cover letter. I am aware this is a busy time with summer hiring and I understand if you are unable to grant my request, so please do not hesitate to let me know. If you have any further questions or require any additional information, please let me know via email at [katherine.chan@ubc.ca](mailto:katherine.chan@ubc.ca).

Sincerely,



Katherine Chan

Enclosure: Job posting, resume, cover letter

