

2035 Turnberry Lane
Coquitlam, British Columbia V3E 3N2

August 8, 2022

Derek Woods
2036 Main Mall
Vancouver, BC, V6T 1Z1

Subject: Reference Letter

Dear Derek Woods,

Thank you for the insightful English classes that I took with you at UBC last semester, both were greatly enjoyable and beneficial to my writing development. This upcoming spring, I will be completing my bachelor's degree and have found an exciting opportunity in marketing that I am exploring. I believe that a reference from you would provide a potential employer with information to recommend me to a firm specializing in digital consultations. I was hoping that you might know me well enough and have a high enough regard for my writing and academic abilities to write a general recommendation for my credentials file.

I have included a summary sheet to refresh your memory about some key research papers written for your classes. Additionally, I have attached my resume which highlights some of my recent accomplishments outside the classroom.

Thank you for taking the time to review this request—if you are unable to provide a reference letter at this time, I understand. Please feel free to email me with any questions or concerns at danaee6720@gmail.com. I look forward to hearing back from you.

Sincerely,

Danae Echeverria

Danae Echeverria

Enclosure: Key Research Papers and Updated Resume

2035 Turnberry Lane
Coquitlam, British Columbia V3E 3N2

August 8, 2022

Jun Park
820 Village Dr #110
Port Coquitlam, BC, V3B 0R9

Subject: Reference Letter

Dear Jun,

I am writing to ask whether it would be possible to provide a reference letter for me. I have been working at C Market Coffee as a loyal and dedicated employee from the café's opening date back in April 2019. Since then, I have been promoted from barista to store manager, taking on valuable responsibilities that I am grateful for as it has allowed me to advance in my leadership and management skills.

I am in the process of seeking an opportunity as an Associate Consultant Intern at a digital agency in Toronto, and a positive reference letter from you about my performance as manager and leadership skills would enhance my prospects of achieving my career goals.

Thank you for taking the time to review this request—if you are unable to provide a reference letter at this time, I understand. Please feel free to email me with any questions or concerns at danaee6720@gmail.com. I look forward to hearing back from you.

Sincerely,

Danae Echeverria

Danae Echeverria

2035 Turnberry Lane
Coquitlam, British Columbia V3E 3N2

August 8, 2022

Bridgette Hyun
950 Seaborne Ave #1120
Port Coquitlam, BC, V3B 0R9

Subject: Reference Letter

Dear Bridgette,

Thank you for the opportunity to work in an engaging digital marketing position where I learned the fundamentals of strategy and research with a clear-end goal. It was my first exposure to a marketing experience and I am grateful for the guidance you provided me throughout my employment as a Digital Marketing Coordinator.

I am seeking to apply as an Associate Consultant Intern at a digital agency in Toronto. They have requested three reference letter and I would appreciate if you could write a general recommendation for my credentials file.

Thank you for taking the time to review this request—if you are unable to provide a reference letter at this time, I understand. Please feel free to email me with any questions or concerns at danaee6720@gmail.com. I look forward to hearing back from you.

Sincerely,

Danae Echeverria

Danae Echeverria