

Mr. Gary Tam  
123 Sunset Blvd  
Burnaby, BC  
V0V L0L

November 22, 2016

Ms. Jesse Yap  
Senior Environmental Health Officer  
Vancouver Coastal Health Authority  
12<sup>th</sup> Floor, 601 West Broadway,  
Vancouver, BC  
V5Z 4C2

Dear Ms. Yap,

**RE: Request References for Gary Tam**

I am currently searching for a job position as a temporary full-time instructor in the Environmental Health program at British Columbia Institute of Technology, and I know that you would be the perfect contact to request a reference from. You were the 2013 VCH Student Preceptor Award recipient, and are a well-respected mentor in the organization. During my time working with you at Vancouver Coastal Health Authority – Richmond office, we designed the case study to train practicum students on foodborne illness outbreak investigation. In addition, your student mentorship inspired me to nourish my coaching and mentoring skills to students and novice Environmental Health Officers in the office over the years.

I would be grateful if you would be one of my references. Please let me know if you would be willing to provide a reference for me. I would notify you in advance when to expect to be contacted by the institute.

Thank you very much for your consideration. If there are any questions, please feel free to contact me at 604-123-4567 or via email [xxxxx@ubc.ca](mailto:xxxxx@ubc.ca).

Sincerely,

Gary Tam

Mr. Gary Tam  
123 Sunset Blvd  
Burnaby, BC  
V0V L0L

November 22, 2016

Mr. Billy Sandhu  
Program Head  
Occupational Health & Safety Program  
3700 Willingdon Ave,  
Burnaby, BC  
V5G 3H2

Dear Mr. Sandhu,

**RE: Request References for Gary Tam**

I am currently searching for a job position as a temporary full-time instructor in the Environmental Health program at British Columbia Institute of Technology, and I know that you would be the perfect contact to request a reference from. You had been instrumental in designing new distance learning courses for the continuing education sector of the Environmental Health Program. You invited me to be the guest lecturer in your Health Promotion and Human Resources classes in 2013 to 2014. You complimented on my interactive class design, which created a welcoming learning environment to all students in the program.

I would be grateful if you would be one of my references. Please let me know if you would be willing to provide a reference for me. I would notify you in advance when to expect to be contacted by the institute.

Thank you very much for your consideration. If there are any questions, please feel free to contact me at 604-123-4567 or via email [xxxxx@ubc.ca](mailto:xxxxx@ubc.ca).

Sincerely,

Gary Tam

Mr. Gary Tam  
123 Sunset Blvd  
Burnaby, BC  
V0V L0L

November 22, 2016

Mrs. Mary Ridge  
Senior Environmental Health Officer  
Vancouver Coastal Health Authority  
#345 – 8100 Granville Avenue,  
Richmond, BC  
V6T 3Y6

Dear Mrs. Ridge,

**RE: Request References for Gary Tam**

I am currently searching for a job position as a temporary full-time instructor in the Environmental Health program at British Columbia Institute of Technology, and I know that you would be the perfect contact to request a reference from. You have been a knowledgeable supervisor in the Richmond office for the past decade. Under your supervision for eight years, you have witnessed my tremendous growth on the continuous competency in various environmental health programs, including food safety, drinking and recreational water quality, rodent and vector control, and progressive compliance protocols.

I would be grateful if you would be one of my references. Please let me know if you would be willing to provide a reference for me. I would notify you in advance when to expect to be contacted by the institute.

Thank you very much for your consideration. If there are any questions, please feel free to contact me at 604-123-4567 or via email [xxxxx@ubc.ca](mailto:xxxxx@ubc.ca).

Sincerely,

Gary Tam