

Joyce Wu
1125 Cliff Avenue
Burnaby, BC V5B 2E5

December 12, 2019

Robert Boudreau
Director, HR Information Systems
Human Resources
University of British Columbia
6190 Agronomy Rd.
Vancouver, BC V6T 1Z3

Dear Robert,

I am reaching out to you, hoping you are able to provide me a reference for a new opportunity I am seeking with the Integrated Renewal Program (IRP). I know you are busy wrapping up for the year, so I can completely understand if you are unable to commit to this.

The position I am seeking with the IRP is the Subject Matter Expert, HCM for the HR workstream. I believe this position will help me gain more insight about the new system we are moving into. The job responsibilities include provide subject matter expertise by assisting the design, configuration, prototype, testing and deployment of the new technology from current HR business processes to the future-state. Under you and Kathy's guidance, I have been supporting the HR community with their HRMS trainings, reporting needs and troubleshooting their HRMS issues for the past 18 months. Therefore, I think you would be the best person to provide the kind of insight into my skills relevant to these work.

Thank you for your time and consideration. I have attached a copy of my updated resume and the job posting for your reference. Lani McGill from the IRP HR workstream may be in contact if you agree to provide the reference for me.

If you have any questions or need further information, please feel free to contact me at joyce.wu@ubc.ca or 604-822-2241. I look forward to hearing from you.

Sincerely,



Joyce Wu

Enclosed: Job Posting and Resume

Joyce Wu
1125 Cliff Avenue
Burnaby, BC V5B 2E5

December 12, 2019

Ellen Siu
Manager, Operations & Finance
School of Nursing
University of British Columbia
T201 – 2211 Wesbrook Mall
Vancouver, BC V6T 2B5

Dear Ellen,

I am reaching out to you, hoping you are able to provide me a reference for a new opportunity I am seeking with the Integrated Renewal Program (IRP). I am aware that you may be busy trying to wrap up the year, so I can completely understand if you are unable to commit to this.

The position I am seeking with the IRP is the Subject Matter Expert, HCM for the HR workstream. The job responsibilities include provide subject matter expertise on core HR business processes such as employee information and records, employee appointments (hires, transfers, promotions, and terminations) for faculty and staff, and the use of position management. Under your guidance, we had worked together and streamlined the processes for these HR transactions. Therefore, I think you would be the best person to provide the kind of insight into my skills relevant to these work.

Thank you for your time and consideration. I have attached a copy of my updated resume and the job posting for your reference. Lani McGill from the IRP HR workstream may be in contact if you agree to provide the reference for me.

If you have any questions or need further information, please feel free to contact me at joyce.wu@ubc.ca or 604-822-2241. I look forward to hearing from you.

Sincerely,



Joyce Wu

Enclosed: Job Posting and Resume

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1125 Cliff Avenue
Burnaby, BC V5B 2E5

December 12, 2019

Bob Wilson
Office Supervisor
School of Nursing
University of British Columbia
T201 – 2211 Wesbrook Mall
Vancouver, BC V6T 2B5

Dear Bob,

I am reaching out to you, hoping you are able to provide me a reference for a new opportunity I am seeking with the Integrated Renewal Program (IRP). I am aware that you may be busy trying to wrap up the year, so I can completely understand if you are unable to commit to this.

The position I am seeking with the IRP is the Subject Matter Expert, HCM for the HR workstream. One of the job responsibilities is to provide subject matter expertise on recruitment and onboarding. We worked as a team for the onboarding process; you provided the orientation for new employees and I assisted the process by providing them with necessary access and employment information for them to start their work. Therefore, I think you would be the best person to provide the kind of insight into my skills relevant to these work.

Thank you for your time and consideration. I have attached a copy of my updated resume and the job posting for your reference. Lani McGill from the IRP HR workstream may be in contact if you agree to provide the reference for me.

If you have any questions or need further information, please feel free to contact me at joyce.wu@ubc.ca or 604-822-2241. I look forward to hearing from you.

Sincerely,



Joyce Wu

Enclosed: Job Posting and Resume