

5959 Student Union Blvd  
Vancouver, BC, V6T 1Z4

7<sup>th</sup> August 2018

Red Cross  
F, Run Run Shaw Building  
19 Hoi Ting Rd, West Kowloon, Hong Kong

**SUBJECT: Request for a Letter of Recommendation**

Dear Mr Lee,

I am currently applying to a marketing assistant in HSBC. I am really interested in how a multi-national bank operate. I am writing to you to ask if mind writing a letter of recommendation for me.

I had the valuable opportunity to work under your supervision in this summer which made me grow as a person. I am really thankful for your guidance in mastering office's skills and how to be a more well-rounded person. Working under your supervision helped me transfer what I learn in class into a real working environment. It had been a precious experience for me. It is an honor to work under your team.

I have attached my resume for you. Thank you for taking the time to consider my request. If you would like any other information, please contact me through [luijinhung@hotmail.com](mailto:luijinhung@hotmail.com)

Steven Lui  
Steven Lui  
Encl. Resume

5959 Student Union Blvd  
Vancouver, BC, V6T 1Z4

7<sup>th</sup> August 2018

192-200 Wyler Centre Phase 2  
Tai Lin Pai Rd, Kwai Chung, Hong Kong

**SUBJECT: Request for a Letter of Recommendation**

Dear Mr Chan,

I am currently applying to a marketing assistant in HSBC. I am really interested in how a multi-national bank operate. I am writing to you to ask if mind writing a letter of recommendation for me.

I had the valuable opportunity to work under your supervision in this summer which made me grow as a person. I am really thankful for your guidance in mastering office's skills and how to be a more well-rounded person. You gave a lot of marketing advices and it would be very useful on the position I am applying. It has been an honor to work under your team.

I have attached my resume for you. Thank you for taking the time to consider my request. If you would like any other information please contact me through [luijinhung@hotmail.com](mailto:luijinhung@hotmail.com)

Steven Lui  
Steven Lui  
Encl. Resume

5959 Student Union Blvd  
Vancouver, BC, V6T 1Z4

7<sup>th</sup> August 2018

2329 West Mall  
Vancouver, BC V6T 1Z4, Canada

Dear Professor Baron,

I am currently applying to a marketing assistant in HSBC. I am really interested in how a multi-national bank operate. I am writing to you to ask if mind writing a letter of recommendation for me.

I had the valuable opportunity to attend a few of your classes including Psych 305, 315 and 450. I am really interested in your work in the field of developmental Psychology. Even though I am not applying for a job related to development Psychology, I hope you are able to write a letter of recommendation for me as you are one of the professors that know more about me. I have participated in many of your studies and I also helped you in one of your studies as one of your assistants. I am really thankful for your guidance in Psychology studies. It has been an honor to be your student.

I have attached my resume for you. Thank you for taking the time to consider my request. If you would like any other information please contact me through [luijinhung@hotmail.com](mailto:luijinhung@hotmail.com)

Steven Lui  
Steven Lui  
Encl. Resume