

1234 Main Street
Comox, BC V9N 1J7

August 10, 2020

Mr. Joseph Volk – Head Chef
Dolphin's Resort – Angler's Dining Room
4321 Second Street
Campbell River, BC V9J 19R

Dear Mr. Volk:

I hope you are doing well. Since working at Dolphin's Resort, I have returned to school and have almost completed a bachelor's degree in Business Administration. I am currently applying for a junior accounting position with Pier CPA Group Inc., a small accounting firm in Campbell River, BC. I am writing to ask you for a letter of reference.

It was a pleasure and a great learning opportunity working with you for two years as a chef at Dolphin's Resort. I especially appreciated you sharing your creativity and skill in preparing sauces and spices by taste. I will always remember if I think it is okay, it likely needs a little more salt.

Thank you for taking the time to read this letter. If you are able to provide a letter of reference, please email it to gkavaliu@gmail.com. To include it in my application package, the letter is needed by August 24, 2020. I have enclosed a link to my online résumé, for your reference. Thank you, once again, for your support and guidance.

Sincerely,

G. Kavaliu

Glen Kavaliunas

Encl. Résumé or online at <https://my.indeed.com/p/glenk-vkugt6c>

1234 Main Street
Comox, BC V9N 1J7

August 10, 2020

Mr. Fabien Gendron – CPA Accountant
Duncan and Company
1762 Fourth Street
Comox, BC V9J 18D

Dear Mr. Gendron:

I hope you are doing well. I am almost finished my bachelor's degree in Business Administration. I am currently applying for a junior accounting position with Pier CPA Group Inc., a small accounting firm in Campbell River, BC. I am writing to ask you for a letter of reference.

I appreciate all I learned from you during my CO-OP term and the three years following at Duncan and Company. The knowledge I learned from you regarding tax year ends and bookkeeping has been very valuable. I especially appreciated you sharing your knowledge about cloud-based accounting.

Thank you for taking the time to read this letter. If you are able to provide a letter of reference, please email it to gkavaliu@gmail.com. To include it in my application package, the letter is needed by August 24, 2020. I have enclosed a link to my online résumé, for your reference. Thank you, once again, for your support and guidance.

Sincerely,

G. Kavaliu

Glen Kavaliunas

Encl. Résumé or online at <https://my.indeed.com/p/glenk-vkugt6c>

1234 Main Street
Comox, BC V9N 1J7

August 10, 2020

Mr. Kent Duncan – CPA Accountant
Duncan and Company
1762 Fourth Street
Comox, BC V9J 18D

Dear Mr. Duncan:

I hope you are doing well. I am almost finished my bachelor's degree in Business Administration. I am currently applying for a junior accounting position with Pier CPA Group Inc., a small accounting firm in Campbell River, BC. I am writing to ask you for a letter of reference.

I appreciate all I learned from you during my CO-OP term and the three years following at Duncan and Company. The knowledge I learned from you regarding account receivable and accounts payable. I especially appreciated you sharing your knowledge about bookkeeping and auditing.

Thank you for taking the time to read this letter. If you are able to provide a letter of reference, please email it to gkavaliu@gmail.com. To include it in my application package, the letter is needed by August 24, 2020. I have enclosed a link to my online résumé, for your reference. Thank you, once again, for your support and guidance.

Sincerely,

G. Kavaliu

Glen Kavaliunas

Encl. Résumé or online at <https://my.indeed.com/p/glenk-vkugt6c>