

Hannah Wagner
123-456 Madeup St.
Vancouver, BC. V6B 2V1
November 25, 2015

Dr. Bob Everett
IR Seminar Professor
University of British Columbia
2329 West Mall, Vancouver,
BC V6T 1Z4

Dear Dr. Everett,

I am writing to ask if you would be willing to provide a letter of reference for me.

Through the IR seminar you taught in Fall 2016, you had the opportunity to observe and evaluate my work ethic, the effectiveness of my communication and the quality of my work. If you would be willing to write a reference letter confirming the skills I demonstrated during the length of this seminar, I would greatly appreciate it.

I am currently in the process of seeking employment, and I believe a positive reference from you would increase my ability to achieve my career goals.

If you require more information or have any questions, please contact me by email or phone, at ha.oslund@gmail.com or (250) 808 0023.

Thank-you for your time and attention.

Best regards,

A handwritten signature in black ink, appearing to read 'Hannah J. Wagner', with a stylized, cursive script.

Hannah Wagner

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Mrs. Pam MacFee
Restaurant Owner
Cora Restaurant
Orchard Park Mall
Kelowna B.C.

Hello Pam,

I hope this letter finds you, Warren, and the girls, all in good health. I imagine the restaurant is doing well and that it is still extremely busy. While I would love to update you on recent events in my life, I am writing this letter to ask a favor – I was wondering if you would be willing to write me a reference letter.

I am just finishing my B.A. now and am looking to begin building my career. I am currently looking for management positions within the tech industry, and as the owner of Cora you have firsthand knowledge of my qualification as a manager, and the efficacy of my management style. If you would write a letter that can attest to my skills as a manager, I would appreciate it very much.

You have been very successful in your business endeavors, and I believe a positive reference from you would significantly increase my prospects of reaching my professional goals.

Please contact me if you have any questions, or if I can provide you with any additional information. I plan to visit again, next time I am in Kelowna.

Thank you for your consideration. I Hope to see you all soon.

Best regards,

A handwritten signature in black ink, appearing to read 'Hannah J. Wagner', with a stylized, cursive script.

Hannah Wagner

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Mr. George Pleekly
Manager
The Eldorado Restaurant
Kelowna B.C.

Dear Mr. Pleekly,

I know it was been a while since last we spoke; sorry I have not kept in better contact. I imagine you are still very busy these days, and do not want to take up too much of your time. I am writing to inquire if you would be willing to write me a letter of reference.

The three years that I worked under you have provided you with accurate and detailed insight on my work ethic, enthusiasm, dedication and reliability. It would be greatly appreciated if you could take the time to write a letter that will attest to my dependability and value as an employee.

I am just finishing my B.A., and am beginning to build my career. I am currently looking for a position within the tech industry, and believe that a positive reference from you would go a long way to helping me achieve my professional goals.

Please contact me if you have any questions, or if I can provide you with any additional information. I can be reached by email or phone, at ha.oslund@gmail.com or (250) 808 0023

Thank-you for your consideration.

Best regards,

A handwritten signature in black ink, appearing to read 'Hannah J. Wagner'. The signature is fluid and cursive, with the first name 'Hannah' being more prominent.

Hannah Wagner