

Huy Nguyen

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March 25th 2016

Mr. John Smith
235 Water St.
Vancouver, B.C.
V7S 3E2

Dear Mr. Smith,

I would like to request your assistance as I seek my next career opportunity. I would be grateful for your recommendation in providing a strong reference for my position.

I am seeking a job position Langley as a Kinesiologist, requiring certifications and experience working with different populations in a rehabilitative setting. I would especially appreciate comments to highlight my experiences in those areas during my time at your clinic. Emphasis on my abilities to interact with patients and background in training & rehabilitations will help with my application.

The deadline for my application is on March 29th, 2016. I will provide you a link to my LinkedIn Profile for your information (ca.linkedin.com/in/HuyKin). Please call me if you require more details about this position or my request.

Your recommendation will go a long way in helping me securing this job and I am confident in my abilities. Thank you for having confidence in my skills and your willingness to help me in pursuing my career.

Sincerely,

Huy Nguyen