

2329 West Mall
Vancouver, BC V6T 1Z4

Dec 4th, 2017

Kerry Ko, Volunteer Coordinator
Love & Light Home
123 6 AVE E
Vancouver, BC V5T 1J6

Dear Ms. Ko:

I hope everything is going well with your new volunteer program. Even though I no longer volunteer on the weekends, I look forward to working with you again in summer day camp. I am writing to you today because I am applying for a customer service position at InTime Solutions and I am wondering if you can write a reference letter for me.

I gained a lot during my time volunteering in the senior computer class. I have made friends with many seniors and other fellow volunteers as well. Most importantly, I have learned to be patient and empathetic while teaching and introducing new technology to elders. I believe these are the characters traits and experience InTime Solutions is looking for. Therefore, I hope you can kindly share my teaching experience with them.

Please let me know if you are comfortable providing me with a reference. If you have any questions or concerns please feel free to contact me as well. My phone number is 778-668-1883, and my Email is james.ou31@gmail.com. Thank you for your time, and I look forward to hearing from you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'James Ou', written in a cursive style.

James Ou

2329 West Mall
Vancouver, BC V6T 1Z4

Dec 4th, 2017

Jennifer Lay, Research Director
The Health and Adult Development Lab
2329 West Mall
Vancouver, BC V6T 1Z4

Dear Jennifer:

I hope you enjoy your trip to Europe and everything is going well with your search presentation. I am writing to you today because I am applying for a customer service position at InTime Solutions, and I am wondering if you can kindly write a reference letter for me.

As a research assistant for more than two years, I have had a great time and also learned a lot at Dr. Hoppmann's lab. The experience I gained of using all kinds of software's to complete data analysis is valuable, and I believe it's something InTime Solutions is looking for regarding the position. Therefore, I hope you can kindly confirm my ability to learn new software well and provide a recommendation for me.

Please let me know if you are comfortable providing me with a reference. If you have any questions or concerns please feel free to contact me as well. My phone number is 778-668-1883, and my Email is james.ou31@gmail.com. Thank you for your time, and I look forward to hearing from you.

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James Ou

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Dec 4th, 2017

Katy Kwan, Volunteer Coordinator
Summer Day Camp
Love & Light Home
123 6 AVE E
Vancouver, BC V5T 1J6

Dear Ms. Kwan:

I hope you are doing well. As my camp volunteer supervisor, I had learned a lot from you last summer. I am writing today because I am applying for a customer service position at InTime Solutions and I am wondering if you can write a reference letter for me.

Last summer is my first-time volunteer at the summer day camp. I had a great time working with all of you. Also, I have learned a lot from you regarding hosting events and dealing with emergency situations. Therefore, I hope you can share the experience with InTime Solutions of how I had become a great team leader during summer.

I look forward to volunteering and working with you again next summer. Please let me know if you are comfortable providing me with a reference. If you have any questions or concerns please feel free to contact me as well. My phone number is 778-668-1883, and my Email is james.ou31@gmail.com. Thank you for your time to consider my request.

Sincerely,

A handwritten signature in black ink, appearing to read 'James Ou', written in a cursive style.

James Ou