

Jenny Zhang  
4400 Corless Road  
Richmond, BC V7C 1N3

December 10, 2019

Bonnie Lee  
150-6450 Roberts Street  
Burnaby, BC V5G 4E1

Dear Ms. Lee,

I hope that this email finds you well. I am reaching out to ask you to provide me a reference for a new opportunity I am seeking with Orbit Investments.

During my time with JDRF, I learned more than I could even imagine through you. Your insight and knowledge kept me engaged and eager to learn and do more. I am writing to you because I am applying for an office administrator position at Orbis investment. I was wondering if you could write a reference letter for me.

At JDRF, I was given the opportunity to experience many different types of jobs, making me learn how to be more adaptable to the changing needs and requirements of each job. This also allowed me to work with a broad group of people and improve my communication skills. I believe these are some of the skills that Orbis Investment looks for and therefore hope you can kindly confirm my ability to them.

Thank you very much for taking the time to consider my request. I look forward to hearing from you soon. If you require any further information from me, please email me at [j.zhang.8@alumni.ubc.ca](mailto:j.zhang.8@alumni.ubc.ca).

Sincerely,

A handwritten signature in black ink, appearing to be 'Jenny Zhang', with a stylized, flowing script.

Jenny Zhang

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Richmond, BC V7C 1N3

December 10, 2019

Jessie Wang  
Public Chinese Medicine Clinic  
2270-8260 Westminster Hwy  
Richmond, BC V6X 3Y2

Dear Ms. Wang,

I hope that this email finds you well. I am writing to you to ask if it would be possible to provide a reference letter for me.

I am applying for a position as an office administrator at Orbis Investments and believe a positive reference from you would elevate my opportunity in gaining this job. Having worked with you for over a year, I believe you have have a good understanding of my abilities and personality as an employee.

Thank you very much for taking the time to consider my request. I look forward to hearing from you soon. If you require any further information from me, please email me at [j.zhang.8@alumni.ubc.ca](mailto:j.zhang.8@alumni.ubc.ca).

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December 10, 2019

Stephanie Tolentino  
102-1193 Kingsway,  
Vancouver, BC V5V 3C9

Dear Ms. Tolentino,

I hope you are doing well. As my supervisor during my time volunteering at Big Brother, I had learned a lot from you. I am writing to you because I am applying for an office administrator position at Orbis Investments and I am wondering if you could write a reference letter for me.

I had a great time working with you and believe you have seen my work ethic and problem-solving abilities firsthand. I appreciate you giving me the opportunity to lead a project on promoting an event for Big Brother. I thought you would have a good understanding of my abilities and personality as an employee. Therefore, I hope you can share the experience with Orbis Investments to show how I would make a great candidate for this job.

Thank you very much for taking the time to consider my request. I look forward to hearing from you soon. If you require any further information from me, please email me at [j.zhang.8@alumni.ubc.ca](mailto:j.zhang.8@alumni.ubc.ca).

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