

To: Katarina Smith
From: Jenny Zhu
Date: December 9, 2019
Subject: Request for Reference

Dear Katarina Smith,

I hope this letter finds you well. First of all, you were a pleasure to work with this semester and I look forward to expanding our program in the upcoming months. As mentioned in person, I am applying for a position with the YMCA of Kelowna as a Local Coordinator for their Summer Work Student Exchange program. Since you have seen me work in teaching environments I would like for you to be one of my references.

The Local Coordinator position is very similar to the High School Overnight Camps Instructor position at Geering Up. I will be working with high school students from Quebec, helping them find a full-time summer job, and tour the lower mainland with them. This opportunity is only open to current Undergraduate or Master's students, and I would like to take advantage of being in the last year of my degree. This job will be a great experience for becoming a French Immersion teacher later on.

Having you vouch for me as a reference means a lot, as you have observed me in environments working with high school students and understand my career goals. Please let me know if you are willing to take on this role or would like to have a discussion in person. The best way to reach me is by email at jennyszhu@gmail.com, or at 604-717-0407 for a faster reply. Here is a [link](#) to the job posting and attached is my resume.

Thank you for your time and consideration. I look forward to speaking with you soon.

Yours Truly,



Jenny Zhu

Encl. Resume

To: Trevor Wou
From: Jenny Zhu
Date: December 9, 2019
Subject: Request for Reference

Dear Trevor Wou,

I hope you are doing well and enjoying your new position. I enjoyed working closely with you this Summer and maybe you can come back next Summer to direct camps again. Currently I am applying for a position with the YMCA of Kelowna as a Local Coordinator for their Summer Work Student Exchange program. This role is closely related to my position last summer and you would be the ideal reference for me.

Similar to the High School Overnight Camps Instructor position at Geering Up, this role entails spending six weeks with high school students from Quebec and exploring the lower mainland with them. Being in my last year of my degree, this would be the last chance to experience this opportunity. This job is a perfect stepping stone for becoming a French Immersion teacher later on.

Having you as a positive reference would mean a lot, as you have worked with me closely and have given me constructive feedback before. Please let me know if you are available to be my reference or would like to have a discussion in person. The best way to reach me is by email at jennyszhu@gmail.com, or at 604-717-0407 for a faster reply. For your curiosity, here is a [link](#) to the job posting and attached is my resume..

Thank you for your time and consideration. I look forward to hearing from you soon.

Yours Truly,



Jenny Zhu

Encl. Resume

To: Dr. Marina Milner-Bolotin
From: Jenny Zhu
Date: December 9, 2019
Subject: Request for Reference

Dear Dr. Marina Milner-Bolotin,

I hope you are doing very well and that your course was a success this year. Thank you for giving me the opportunity to work with you on the Geology project. I am applying for a summer Local Coordinator position with the YMCA and would like to ask you to be one of my references.

This position is part of the Summer Work Student Exchange program at the YMCA, a program I participated in in high school and I hope to be a part of it again. This opportunity is only open to current Undergraduate or Master's students, making this summer the first and the last chance for me to apply. This job will allow me to work with french-speaking high school students, and be a great experience for becoming a French Immersion teacher later on.

Having you vouch for me as a reference means a lot. You have always encouraged me to pursue my passion for working with young people and you have also observed me in such environments. Please let me know if you are willing to take on this role or would like to have a discussion in person. The best way to reach me is by email at jennyszhu@gmail.com, or at 604-717-0407 for a faster reply. Here is a [link](#) to the job posting and attached is my resume.

Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,



Jenny Zhu

Encl. Resume