

2329 West Mall  
Vancouver, BC V6T 1Z4  
August 1, 2016

Biraj Bora, Research Coordinator  
Providence Healthcare  
1081 Burrard Street  
Vancouver, BC V6Z 1Y6

Dear Mr.Bora:

I hope you and Sachin are doing well. My graduation day draws near as I approach my last year of university. I have been seeking possible career paths to follow, and have come across an opening for a lab technician position at Virogin Biotech, an industrial biotechnology company that specializes in using viruses to target cancer cells. I am writing to ask if you would kindly be my supportive reference for my job application. As you are most familiar with my work as a clinical research assistant at the Orthopaedics department, I was hoping you would be willing to share with others your experiences having me as part of the team by writing a reference letter.

As you may recall, I was in charge of managing the Canadian Orthopaedic Foot and Ankle Society (COFAS) and Zimmer™ study during my time at the office. My positive experiences managing these studies have taught me a lot about the research process and have led me to want to pursue a career in research.

I have enclosed a copy of my résumé for your reference. Thank you for considering my request for a reference letter. If you would like further information, please feel welcome to contact me at **778-000-0000** or **joanne.h@live.ca**.

Sincerely yours,

*Joanne Ho*

Joanne Ho  
Encl: Résumé