

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

Ranjani Vaidyanathan, Project Lead
iProgen Biotech Ltd.
126 - 11782 River Road
Richmond, BC V6X 1Z7

Dear Ms. Vaidyanathan:

I hope you are doing well. How has iProgen been since I returned to school? 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 technical lab skills and work ethics as a lab research assistant at iProgen, 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 working alongside you in the protein purification department for eight months last year. Being the only lab assistant during my first few months there, you translated much of your technical knowledge to me. My positive experiences working in the lab 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