

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

Darla Lee, Volunteer Coordinator  
Minoru Residence  
6111 Minoru Blvd  
Richmond, BC V6Y 1Y4

Dear Mrs. Lee:

I hope you and your family 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 involvement in the community as a volunteer, I was hoping you would be willing to share with others my contribution to Minoru Residence.

As you may recall, I have been an ongoing volunteer at the senior care facility since late 2014. I have been involved in several programs, including the Breakfast Club, physical therapy, and recreation therapy. My positive experiences working with the various staff members and senior residences have taught me a lot about interacting with different types of people and handling situations responsibly. Through my volunteer position, I have vastly improved my interpersonal skills.

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