

121 E 27th Street
North Vancouver, BC V7N 1B3
November 15, 2015

Mr. Ryan Huizing
Director of Research and Development
DPoint Technologies
1275 Venables Street
Vancouver, BC, Canada
V6A 2E4

Subject: Request for Letter of Reference

Dear Ryan,

How have things been going at DPoint? I am writing to you today because I am applying to ACM Environmental for their position as a Lab Analyst. I really enjoyed my 4-month term working on polymeric membrane materials for ventilation cores, and I learned about developing methods for testing and analysis of data. Being at DPoint also really helped develop my communication skills and teamwork building, so I got a lot out of that term working with you.

You were a fantastic supervisor and provided a lot of support for me during my work term there, and you have commented on my performance being excellent in regard to problem solving and testing. Considering this, I believe that you would make a great reference for this position I'm applying for. Enclosed with this letter is the job description. Please consider being a reference for me, and if you have any questions don't hesitate to contact me.

Sincerely,

Jordan Heyes

121 E 27th Street
North Vancouver, BC V7N 1B3
November 15, 2015

Ms. Karen Moffat
Manager, Analytical Services and Characterization
Xerox Research Centre of Canada
2660 Speakman Drive
Mississauga, ON, Canada
L5K 2L1

Subject: Request for Letter of Reference

Dear Karen,

How have you been? I am writing you today to ask for a letter of reference. I am applying for a job as the Laboratory Analyst at ACM Environmental and they require 3 letters of reference. I had a wonderful time while working at Xerox in the Scale-up Engineering Lab. I really enjoyed making formulations of latex for the customer project and producing formulations that could successfully be scaled up into the pilot plant.

You commented on my excellent ability to follow SOP's and have a high attention to detail in the lab that translated to great properties of my formulations that managed to move the project along so far as it did. Considering my great success of my co-op term at Xerox and your mentoring and support during my term, I would like to use you as a reference for this position. Enclosed with this letter in the job description. Please consider being a reference for me, and if you have any questions don't hesitate to contact me.

Sincerely,

Jordan Heyes

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North Vancouver, BC V7N 1B3
November 15, 2015

Dr. Robin Stoodley
UBC Chemistry Senior Instructor
2329 West Mall
Vancouver, BC, Canada
V6T 1Z4

Subject: Request for Letter of Reference

Dear Robin,

I am writing to you today to ask for a letter of reference. I am applying for a job as the Laboratory Analyst at ACM Environmental and they require 3 letters of reference. I have done very well in my analytical lab portion of CHEM 325 and CHEM 345, and have had a lot of help from you on using lab equipment and for solving problems related to unknown concentration determination.

I have consistently calculated accurate and precise values for unknown samples in the lab using my attention to detail in lab and by following the procedure for each lab precisely. I have looked forward to the analytical portions of lab in the past since I find your teaching strategy to be engaging and interesting, and you have always been helpful when it's needed. Taking these things into account, I would like you to consider being a reference for this position. Enclosed with this letter is the job description. Please consider being a reference for me, and if you have any questions don't hesitate to contact me.

Sincerely,

Jordan Heyes