2308 Stephens St. Vancouver BC, V6K 3W8

April 2, 2018

Chantal Chau  
Store Manager  
Liquid Nutrition Ltd. Vancouver, BC V6T 1Z3

Dear Chantal Chau,

I hope you are doing well. I am in the process of seeking a position as a Thunderbird Park & Stadium Operations Staff at UBC Parks and Stadium and I am writing to ask if you could write me a reference letter.

During my time as a customer service specialist at Liquid Nutrition, I was able to greatly refine my communication, problem solving and customer service skills. These skills are necessary for the position I am applying for as an operations staff team member at UBC Parks & Stadium. If you can attest to my qualifications for employment, and the skills I attained while I was employed at Liquid Nutrition, I would sincerely appreciate it and my application would be greatly enhanced.

I have attached an updated resume. Please do not hesitate to contact me at jpneves@hotmail.com or 604-XXX-XXXX if you have any questions or concerns or if you require any other materials you think would be helpful. Thank you for your consideration, and I look forward to hearing from you,

Regards,



Joao Pedro Neves