2308 Stephens St. Vancouver BC, V6K 3W8

April 2, 2018

Visha Thamboo  
Campus Recruiter  
The University of British Columbia Vancouver, BC V6T 1Z3

Dear Visha Thamboo,

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.

I hold you with the outmost respect for providing me the chance to take a further look at UBC. As a recruiter you influenced me on my decision-making process when choosing colleges and were there for me throughout my university experience. I greatly value the friendship we have developed, and I believe you know me better than anyone on our beloved campus. I believe that the experiences I have gained in university will greatly benefit me on this job. If you can attest to the skills I attained while enrolled in my Economics program, such as responsibility, time management and passion, 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