

2205 Lower Mall,
Mailbox #5
Vancouver, BC V6T 1Z4

April 24, 2021

Kim Sicoli
Enrolment Services Advisor
Student Services
1874 East Mall
Vancouver, BC V6T 1Z1

Subject: Reference Letter Request – Katherine Chan

Dear Ms. Sicoli,

I hope you're have a great week! I am reaching out because I am applying for the Graduate Project Assistant position in Enrolment Services. I would greatly appreciate it if you would consider writing a reference letter in support of my application to emphasize my qualifications for this role.

I believe you can provide great insight into my interpersonal and decision-making skills as a Project Assistant for the past year. Additionally, I have learned a lot from you working on the Financial Wellness team and I am ready for the challenge of joining the Graduate Studies team in a full-time capacity.

Please let me know if you are comfortable endorsing me and I appreciate your time and consideration. Please find enclosed the job posting along with my updated resume and cover letter. Moreover, I would be happy to answer any questions or provide additional information that can help you write my reference letter. Please reach me anytime through email at katherine.chan@ubc.ca. Once again thank you for your continuous support in my professional development.

Sincerely,

A handwritten signature in black ink that reads "Katherine Chan". The signature is written in a cursive, flowing style.

Katherine Chan

Enclosure: Job posting, resume, cover letter