

2205 Lower Mall,
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Vancouver, BC V6T 1Z4

April 20, 2021

Niloufar Rohani
Residence Life Manager
UBC Student Housing and Community Services
2205 Lower Mall
Vancouver, BC V6T 1Z4

Subject: Reference Letter Request – Katherine Chan

Dear Ms. Rohani,

I hope you are doing well! I am writing to ask if you would consider writing a reference letter to use to apply for the position of Graduate Project Assistant in Enrolment Services.

I learned a lot about student services while working for you as a Resident Advisor in Marine Drive. I think you would be able to provide insight into my leadership and organizational skills, which would increase my chances of landing this new position. I always appreciate your perspective and feedback during our one-on-one monthly meetings. In particular, our November debrief regarding my professional development and desire to be more involved in Residence Life inspired me to pursue a larger breadth of programming for our community in winter term 2.

Having said that, I know that this you are extremely busy right now with summer hiring, so please do not hesitate to let me know if you are unable to write a reference letter. I appreciate your time and consideration in advance. Please find enclosed the job posting along with my updated resume and cover letter. If you any questions or comments, please let me know through email at katherine.chan@ubc.ca.

Sincerely,



Katherine Chan

Enclosure: Job posting, resume, cover letter