

Leif Jack

4623 Darin Pl, Kelowna, British Columbia V1W 4S2
2502589854 | leifjack395@gmail.com

Date: August 9, 2022

To: Adam Tweedy, Head Chef at Earls

Subject: Request for References

Dear Adam,

I hope you are having a good summer, and that Earls has experienced much success over the past year. Working at Earls, I always appreciated your kindness and dedication in training team members. Recently, I have been applying for store associate jobs at retail outlets and was wondering if you would be able to act as a reference. Considering the productive relationship we developed while working at Earls, I feel you are best suited to talk about my welcoming attitude towards new employees, and willingness to learn new strategies for keeping the work area clean.

If you are interested in acting as a reference, please let me know the best way for potential employers to reach you. I am more than happy to answer any questions or discuss this further over email or the phone. If you are currently unavailable to give references, I completely understand and wish you a good week.

I look forward to hearing from you. Sincerely,

Leif Jack

Leif Jack

Leif Jack

4623 Darin Pl, Kelowna, British Columbia V1W 4S2
2502589854 | leifjack395@gmail.com

Date: August 9, 2022

To: Dr. Keith Hamel, Professor of Composition

Subject: Request for References

Dear Dr. Hamel,

I hope you are doing well. I learned the other day one of your compositions recently received a JUNO award. Congratulations! For the summer, I have been applying for store associate roles at retail companies and was curious if you could act as a reference. I highly enjoyed my composition lessons this year and think you would be in a good position to discuss the attention to detail I put into my musical works and my ability to engage with new ideas and advice.

Please let me know if there are any questions, or if you would like to discuss this further. If would like to act as a reference, please let me know where potential employers can best reach you. If you are otherwise unavailable, I appreciate your time and am excited to see you again next year.

Sincerely,

Leif Jack

Leif Jack

Leif Jack

4623 Darin Pl, Kelowna, British Columbia V1W 4S2
2502589854 | leifjack395@gmail.com

Date: August 9, 2022

To: Alex Potentier, Manager at GAP Inc.

Subject: Request for References

Dear Alex,

I hope you are having a good week and business has been well for the store. One of the biggest reasons I enjoy working together at the GAP is everyone's positive attitude and sense of teamwork in serving our customers. I have been looking for wholesale retail opportunities in addition to my current role at the GAP and was wondering if you could act as a reference. As my supervisor, I believe would be able to speak about the kind and welcoming attitude I show to customers and team members, as well as my work ethic in making sure our products are displayed properly and attractively.

I am more than happy to answer any questions, or discuss this further in any format. If you would like to act as a reference, please let me know how potential employers can best reach you. If this is not currently possible, have a good week, and I look forward to seeing you again.

Sincerely,

Leif Jack

Leif Jack