

Matthew Shen
10140 Buttermere Drive
Richmond, BC, V7A 1R8

August 11, 2020

Grace Cruz, Real Estate Consultant
Homeland Realty
8188 Granville St
Vancouver, BC, V6P 4Z4

Dear Mrs. Cruz,

I hope you are enjoying the summer. I have been pursuing a sales position in the software industry in hopes of exploring career opportunities and am currently applying to a position at Catapult ERP as a Junior Sales Consultant. I am writing to ask if you would be comfortable providing me with a letter of reference for the application to Catapult ERP.

It has been a pleasure to have worked with you last year as a sales assistant at Homeland Realty. Your professional guidance allowed me not only to learn more about real estate, but also expand on an invaluable skillset. From your expertise during open houses and investor meetings, I picked up on a meticulous attention to detail and charismatic attitude.

Thank you for taking the time to read my letter. If you are comfortable providing me with a strong, positive reference, please email your letter of reference to matthewhpshen@gmail.com by August 20, 2020.

Sincerely,



Matthew Shen

Matthew Shen
10140 Buttermere Drive
Richmond, BC, V7A 1R8

August 11, 2020

Denise Luk, Assistant Branch Manager
TD Canada Trust
5991 No. 3 Road
Richmond, BC, V6X 3Y6

Dear Ms. Luk,

I hope you are enjoying the summer. I have been pursuing a sales position in the software industry in hopes of exploring career opportunities and am currently applying to a position at Catapult ERP as a Junior Sales Consultant. I am writing to ask if you would be comfortable providing me with a letter of reference for the application to Catapult ERP.

It has been a pleasure to have worked with you last year as a Personal Banking Associate at TD Canada Trust. You embraced me as family early on in my banking career and have made my time at TD very enjoyable. In addition, your professional guidance and coaching allowed me to learn about banking, investing, and sales with excitement.

Thank you for taking the time to read my letter. If you are comfortable providing me with a strong, positive reference, please email your letter of reference to matthewhpshen@gmail.com by August 20, 2020.

Sincerely,



Matthew Shen

Matthew Shen
10140 Buttermere Drive
Richmond, BC, V7A 1R8

August 11, 2020

Jerome Sia, CEO
West & Allen Investment Corp.
301-8623 Granville St.
Vancouver, BC, V6P 5A2

Dear Mr. Sia,

I hope you are enjoying the summer. I have been pursuing a sales position in the software industry in hopes of exploring career opportunities and am currently applying to a position at Catapult ERP as a Junior Sales Consultant. I am writing to ask if you would be comfortable providing me with a letter of reference for the application to Catapult ERP.

It has been a pleasure to have worked with you last year as an Investment Analyst at West & Allen. Your mentorship introduced me to valuation methods and investment pitches that allowed me to learn more about the world of finance. Working on your team was an invaluable experience for me, and I would love to continue applying the skills you showed me in my future career roles.

Thank you for taking the time to read my letter. If you are comfortable providing me with a strong, positive reference, please email your letter of reference to matthewhpshen@gmail.com by August 20, 2020.

Sincerely,



Matthew Shen