

1234 Orca Avenue
Surrey, BC, V3R 8X2

July 19, 2017

Prof. Holland Roulle
Director
Weather Forecast Research Team
Vancouver, BC

Thank you again for allowing me to take part in working on the web application for your course. The co-op term has been a worthwhile learning experience that taught me both programming skills, and communication methods. I am wondering if you can write a reference letter for me.

I currently plan on applying to a web developer position at Two Wheels Gear in order to further grow in this field. Your reference will be helpful in achieving this goal.

Attached are information regarding the job posting, a cover letter, and a resume. If you have any questions, please let me know.

Sincerely,
MF
Matthew Y.S. Fung

Encl. Resume, Cover Letter

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Surrey, BC, V3R 8X2

July 19, 2017

Dr. Bill Aspen
Program Coordinator
UBC Atmospheric Sciences
Vancouver, BC

Thank you for your mentor-ship with regards to python data analysis. The skills have been helpful during my work term as I was tasked to work with gridded forecast data. I am wondering if you can write a reference letter for me.

I now plan on applying to a web developer position at Two Wheels Gear in order to further grow in this field. Your reference will be helpful in achieving this goal.

Attached are information regarding the job posting, a cover letter, and a resume. If you have any questions, please let me know.

Sincerely,
MF
Matthew Y.S. Fung

Encl. Resume, Cover Letter

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July 19, 2017

Julian Turcotte
System Admin
Weather Forecast Research Team
Vancouver, BC

Thank you for your guidance in system administration during my work term. I have learned a lot about Unix scripting and network commands. I am wondering if you can write a reference letter for me.

I currently plan on applying to a web developer position at Two Wheels Gear in order to further grow in this field. Your reference will be helpful in achieving this goal.

Attached are information regarding the job posting, a cover letter, and a resume. If you have any questions, please let me know.

Sincerely,
MF
Matthew Y.S. Fung

Encl. Resume, Cover Letter