

Meredith Gillespie

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Vancouver, BC V6K1K1

December 3rd 2017

Caitlin Shipp
Museum Director
Vancouver Police Museum
240 E Cordova St
Vancouver, BC V6A 1L3

Dear Ms. Shipp,

I am currently applying for the position of "Group Bookings Assistant" at the Vancouver Art Gallery. I am writing to ask if you would consider writing a reference letter on my behalf.

As you know, I worked as a Summer Student Ambassador at the museum from June to August 2015. Having the opportunity to create a new educational program, leading student groups on tours and managing the front desk truly helped build up my professional skills. The 'Break and Enter' educational program is still being used by educational groups to this day.

This letter will form part of my application to be a Group Booking Assistant for the Vancouver Art Gallery. If you are willing to write me a letter, please send it to me by January 15th, as the application deadline is January 20th.

Thank you for taking the time to consider my request. If you have any questions about the position or my experiences, please do contact me at mgillespie@live.com.

Sincerely,



Meredith Gillespie

Encl: Résumé