

**Meredith Gillespie**

· 2329 West Mall, Vancouver BC V6K1K1 · (604) 828 3020 · mgillespie@live.com

2329 West Mall  
Vancouver, BC V6K1K1

December 3<sup>rd</sup> 2017

Mel Ferguson  
Museum Director  
Bermuda Underwater Exploration Institute  
40 Crow Lane  
Pembroke HM 19  
Bermuda

December 1<sup>st</sup> 2017

Dear Mr. Ferguson,

I have a request to make of you. Would you consider writing me a reference letter? I am currently applying for the position of a Group Bookings Assistant at the Vancouver Art Gallery. Your review of my accomplishments at the Bermuda Underwater Exploration Institute would go a long way as part of my application.

Working for the Bermuda Underwater Exploration Institute for July and August of 2014, I learned the ropes of running the retail store and database management. Helping organize the Halloween event run by the museum truly solidified my event management skills. Running tours for camps and school groups certainly took pressure off the other tour guides and helped maintain the museum's standing as an educational resource.

If you are inclined to write me a letter, please send it to me by January 10<sup>th</sup>, as my application is due on January 20<sup>th</sup>. For further evidence of my qualifications, please see my attached resume.

I wanted to sincerely thank you for considering writing me a reference letter. Be sure to contact me with any questions you may have at mgillespie@live.com.

Sincerely,



Meredith Gillespie

Encl: Résumé

**Meredith Gillespie**

---

· 2329 West Mall, Vancouver BC V6K1K1 · (604) 828 3020 · [mgillespie@live.com](mailto:mgillespie@live.com)