

Meredith Gillespie

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2329 West Mall
Vancouver, BC V6K1K1

December 3rd 2017

Sandra Robertson
Downtown New Westminster Business Improvement Association
8-522 Columbia Street,
New Westminister, BC V3L 1B1

Dear Ms. Robertson,

I write to you in hopes that you will consider writing me a reference letter. I am currently applying for the position of Group Bookings Assistant with the Vancouver Art Gallery. Your familiarity with my experiences at the Downtown New Westminister Business Improvement Association (DNWBIA) makes you an invaluable asset in my application.

As you know, my work at the DNWBIA from May to August 2016 involved organizing the Columbia StrEAT Food Truck Fest. Contacting vendors, organizing volunteers and creating maps of the event all contributed to the smoothly-run event. Helping run the summer yoga series in Westminister Park Pier was a particular highlight of my time there!

If you are prepared to write me a reference, please send it to me by January 15th, since my application deadline is January 20th.

Thank you very much for considering writing me a reference letter. If you have any further questions, please do contact me at mgillespie@live.com.

Sincerely,



Meredith Gillespie

Encl: Résumé