

Michaela Basciano  
155 Winona Rd  
Hamilton, ON, L8E 5K4

August 10<sup>th</sup>, 2020

Nicole Kennedy, Sales & Marketing Manager  
Mountainview Building Group  
Thorold, ON, L2V 4Y6

Dear Mrs. Kennedy,

I hope you are doing well during this time. I am currently applying for admission to a graduate diploma program at Mohawk College. As you know, I have aspirations of becoming a Human Resources specialist in the future and admission into this program grants me the opportunity to earn my first required certification. I am writing to ask for your permission to list you as a reference and if you would be willing to provide me with a reference letter for this application if needed in the future.

Working as your Sales & Marketing Assistant the past five years has been a pleasure. I have learned so much under your guidance and have thoroughly enjoyed my time at Mountainview. I have always admired your determination and ability to effectively lead in stressful times.

If you are able to assist, please contact me at [michbasc@gmail.com](mailto:michbasc@gmail.com). I have enclosed a link to my online LinkedIn resume, for your reference. If you require my full resume, do not hesitate to ask. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Michaela Basciano". The signature is written in a cursive style with a long horizontal line extending to the right.

Michaela Basciano

Encl.: <https://www.linkedin.com/in/michaelabasciano/>

Michaela Basciano  
155 Winona Rd  
Hamilton, ON, L8E 5K4

August 10<sup>th</sup>, 2020

Robert Morton, Owner & Founder  
The Calendar  
Vancouver, BC

Dear Mr. Morton,

I hope you are doing well during this time. I am currently applying for admission to a graduate diploma program at Mohawk College. I have aspirations of becoming a Human Resources specialist in the future and admission into this program grants me the opportunity to earn my first required certification. I am writing to ask for your permission to list you as a reference and if you would be willing to provide me with a reference letter for this application if needed in the future.

Working for your organization for the past two years has provided me with a plethora of opportunities on campus. As your current Internal Director, I have immensely appreciated your guidance, support, and encouragement in keeping our team alive and effectively managing our director team throughout this coronavirus pandemic.

If you are able to assist, please contact me at [michbasc@gmail.com](mailto:michbasc@gmail.com). I have enclosed a link to my online LinkedIn resume, for your reference. If you require my full resume, do not hesitate to ask. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Michaela Basciano" with a long horizontal flourish extending to the right.

Michaela Basciano

Encl.: <https://www.linkedin.com/in/michaelabasciano/>

Michaela Basciano  
155 Winona Rd  
Hamilton, ON, L8E 5K4

August 10<sup>th</sup>, 2020

Vandita Kumar, 2018-19 Executive President  
UBC Residence Hall Association (RHA)  
Vancouver, BC

Dear Ms. Kumar,

I am glad you are doing well during this time. I am currently applying for admission to a graduate diploma program at Mohawk College. As you know, I have aspirations of becoming a Human Resources specialist in the future and admission into this program grants me the opportunity to earn my first required certification. I am writing to ask for your permission to list you as a reference and if you would be willing to provide me with a reference letter for this application if needed in the future.

Working alongside you during our executive year in the RHA has been one of the most rewarding leadership experiences I have ever had. Your leadership has continually inspired me to become a better leader in all my campus endeavours. We accomplished great feats together and you always brought out the best in me.

If you are able to assist, please contact me at [michbasc@gmail.com](mailto:michbasc@gmail.com). I have enclosed a link to my online LinkedIn resume, for your reference. If you require my full resume, do not hesitate to ask. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Michaela Basciano" with a long horizontal flourish extending to the right.

Michaela Basciano

Encl.: <https://www.linkedin.com/in/michaelabasciano/>