

555 Alma Street
Vancouver, BC V0P 0R0
November 15, 2015

Tiffani Martinez
Operations Manager
Steve Nash Sports Club (Downtown)
610 Granville Street
Vancouver, BC V6C 1X6

Dear Mrs. Martinez,

Re: Request for Reference Letter

As you are aware, I am looking at applying for the Full-time MBA program at Copenhagen Business School in Europe. I will be graduating from the University of British Columbia on December 20th, 2016 with a degree in Computer Science and believe this program would perfectly complement my knowledge base. As my Operations Manager at Steve Nash Sports Club, I was hoping you would be able to write a reference letter describing our time together.

I am forever grateful to have worked with you at Steve Nash. Teaching me to laugh no matter what the situation ensured a positive atmosphere at work. I strive everyday to apply the lessons I learned from you in effectively communicating with a diversified member base. The time we spent working together helped me easily transition from a Front Desk Attendant to a Membership Consultant for the company and I am very thankful for the tools you gave me in ensuring my success in this position as well.

I would greatly appreciate the time taken for you to describe our professional relationship. Should you like to learn more about the MBA program, information can be found at the following website: <http://www.cbs.dk/en/continuing-education/mba/full-time-mba>. If you have any further questions please do not hesitate to contact me via phone at 555-555-5555 or email at Mitchel.sharko@gmail.com. Thank you for your continued support.

Sincerely,

Mitchel Sharko

555 Alma Street
Vancouver, BC V0P 0R0
November 15, 2015

Adina Wright
Business Development
Ledcor Construction Limited
3302 Appaloosa Rd #4,
Kelowna, BC V1V 2W5

Dear Mrs. Wright,

Re: Request for Reference Letter

As you are aware, I am looking at applying for the Full-time MBA program at Copenhagen Business School in Europe. I will be graduating from the University of British Columbia on December 20th, 2016 with a degree in Computer Science and believe this program would perfectly complement my knowledge base. As a co-worker for over eight years at Ledcor Construction, I was hoping you would be able to write a reference letter for me depicting our professional relationship.

As the head of the business development sector for Ledcor's Kelowna branch, I know no one better to comment about my work ethic and how I grew within the company. I was able to transition from a support role to a management position because of leadership skills developed under your guided supervision. Our volunteering experiences together for the Korol Cup and United Way campaigns have also demonstrated my ability to work well in team settings. These skills are essential to any MBA position, and your recommendation would greatly enhance my application.

I would greatly appreciate the time taken for you to write a reference letter for me. Should you like to learn more about the MBA program, information can be found at the following website: <http://www.cbs.dk/en/continuing-education/mba/full-time-mba>. If you have any further questions please do not hesitate to contact me via phone at 555-555-5555 or email at Mitchel.sharko@gmail.com. Thank you for your continued support.

Sincerely,

Mitchel Sharko

555 Alma Street
Vancouver, BC V0P 0R0
November 15, 2015

Steve Wolfman
Director of ICS Program
University of British Columbia
2329 West Mall,
Vancouver, BC V6T 1Z4

Dear Mr. Wolfman,

Re: Request for Reference Letter

As you are aware, I am looking at applying for the Full-time MBA program at Copenhagen Business School in Europe. I will be graduating from the University of British Columbia on December 20th, 2016 with a degree in Computer Science and believe this program would perfectly complement my knowledge base. As my director for the Bachelor of Computer Science, ICS degree I was hoping you could attest to my work habits by writing a reference letter for me.

As a student in your ICS program, I was able to develop skills to which I had no previous knowledge. I challenged tasks which were previously unbeatable. My confidence grew as a result of your support and supervision. By providing the tools to design software, you have been instrumental in enhancing my creativity. These are unique qualities critical for a strong MBA candidate and your comments would complement my application perfectly.

I would greatly appreciate the time taken for you to write a reference letter for me. Should you like to learn more about the MBA program, information can be found at the following website: <http://www.cbs.dk/en/continuing-education/mba/full-time-mba>. If you have any further questions please do not hesitate to contact me via phone at 555-555-5555 or email at Mitchel.sharko@gmail.com. Thank you for your continued support.

Sincerely,

Mitchel Sharko