

Richard Bryant
Nanaimo, BC, V9T3W8
2508763445
richardbryant@gmail.com

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Steve Barnett
Chief Project Coordinator
QuadReal
505 Westbank road
Vancouver, BC, V9E4T4

Dear Mr. Staton,

I am contacting you today to request assistance in my career search. I am moving to Vancouver and I am searching for a position in online media.

Would you allow me to use you as a reference who can speak to my qualifications? I will advise you when I release your contact information, so you will be prepared. Please let me know if you would be comfortable providing a reference for me, and if you are privy to current openings that meet my qualifications it would mean the world to me if you would pass that information to me as well.

I have attached my most recent resume for your review. Please let me know if you need any other information from me.

Thank you so much for your time,

Sincerely,
Richard Bryant