

March 25, 2016

2142 Collingwood St

Vancouver, BC

V6R 3K9

Kent Goodwin

Co-Owner and President

Organic Fair Inc.

1935 Doran Rd

Cobble Hill, BC

V0R 1L5

I am writing to you in hopes that you may provide a reference letter for my job application. The job position I am applying for is Student Assistant at the Geographic Information Centre at UBC.

My time at Organic Fair Inc. was a fantastic working experience due in large part to your diligent and approachable attitude. You also gave me the opportunity to work at high profile food trade shows where I was able to gain confidence and skills when dealing with business professionals.

The job position I am applying for gives me an opportunity to venture into the work force as it relates to geography. With your reference I feel my application will have added prestige and give me a better chance to gain employment.

Let me know if this is at all possible and if you have any questions or concerns. Please respond back at your earliest convenience by emailing me at samwhy@gmail.com.

Sincerely,

Samuel King