

SeungJae Cheon
(413)265-8392
E-mail: Inisfreefree@gmail.com
3333 University Way, Kelowna, BC V1V 1V7

March 30, 2018

Alex Hennry
6190 Agronomy Rd, UBC, Vancouver, BC V6T 1L9

Request for reference #1

Dear Mrs. Hennry,

I am currently applying for RBC marketing assistant. I am inquiring to whether you would be willing to write a letter of reference for me pertaining to this position.

The career in business I strive to have will be much more attainable after completing this internship with Hibbett Sports. You were exceptionally influential in guiding me down the right path in the world of business in my time with you in class. Although I was only able to take one class with you, business communications, the knowledge you presented was extremely eye-opening in the aspect of knowing which field of business to go into.

I am contacting you with the hope you could take some time to write a letter of recommendation on behalf of me for this internship. I would not only be vastly appreciative, but honored to have such a profound professor to advocate me to this growing sporting goods company.

I have attached my resume for you to review at your convenience. I look forward to hearing from you at (413)-265-8392 or inisfreefree@gmail.com

Sincerely,
[Signature]

Seungjae Cheon

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3333 University Way, Kelowna, BC V1V 1V7

March 30, 2018

Planti Morigin
1180 Columbia St W, Kamloops,

Request for Recommendation #2

Dear Mrs. Hennry,

I am currently applying for RBC marketing assistant. I am inquiring to whether you would be willing to write a letter of reference for me pertaining to this position.

My internship experience with you has been a formative aspect of my experience. Specifically, I had completed a Internship prgoram in January 2014 to January of 2015. In the reference could you please include the duties and the type of courses that your company was offering and the duties that I was doing

I would appreciate hearing from you at your earliest convenience to expedite my moving forward in this matter. Thanks for your time and the wonderful experiences I had at Plante Moran

I have attached my resume for you to review at your convenience. I look forward to hearing from you at (413)-265-8392 or inisfreefree@gmail.com

Sincerely,
[Signature]

Seungjae Cheon

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March 30, 2018

Vanessa Hernandez
370 Trans Canada Hwy, Ladysmith

Request for Recommendation #3

Dear Mrs., Hernandez

I am currently applying for RBC marketing assistant. I am inquiring to whether you would be willing to write a letter of reference for me pertaining to this position. I am working on my resume to apply for different jobs in the business field, and I would like to know whether it would be possible to use you as my reference.

Your skills and abilities are two of the reasons why I would like to have you on my references, and that would be a good influence to achieve my career goals. Pending your approval, I will make sure that I will let you know when I have used your name as a reference.

I appreciate your support in advance concerning this matter. I Attached is my resume for you to review soon. I have attached my resume for you to review at your convenience. I look forward to hearing from you at (413)-265-8392 or inisfreefree@gmail.com

Sincérela,

Seungjae Cheon