**IV. Three Reference Letters**

To Rui Cai :< ruicay@gmail.com >

From :ShuJun Peng <shujunpengschool@gmail.com>

Date: December 16, 2020

Subject: Request for Reference for Translator Position at Bittele Electronics Inc.

Dear Rui,

I hope this email finds you well. Thank you for your support when I was in the UBC Chinese program, I enjoyed my time working as a volunteer last year. I am reaching out to ask for a reference for a position I am applying for.

This position is seeking for a translator who is fluent in English and Chinese. From this position, I am hoping to enhance my communications skills. Having worked along aside you in the Chinese program, I’ve learned great deal in terms of how to correct student’s minor grammar errors, how to deliver my content in a culturally appropriate way. Thank you again for your assistance.

I have attached my current resume and job advertisement for the position. If you are conformable with making the referral, please fell free to email me at : shujunpengschool@gmail.com .

Sincerely,

Shujjunpeng.

To : Xin Wu <xinwu@gmail.com>

From: ShuJun Peng <shujunpengschool@gmail.com>

Date: December 16, 2020

Subject: Request for Reference for Translator Position at Bittele Electronics Inc.

Dear Xin,

I hope this email finds you well. Working with you at UBC Chinese program has taught me quite a bit about how to communicate with students from various culture background. I am reaching out to you because I am applying for a translator position at Bittele Electronics Inc.

This position is seeking for a translator who is fluent in English and Chinese. From this position, I am hoping to enhance my communications skills. Under your supervision, I am confident to say that I have attained the skills of proofreading, revising and edit ing final translated versions. Thank you again for your support last year.

Please let me know if you are willing to provide a reference letter for this position. I have attached my resume for reference. Please feel free to email me at shujunpengschool@gmail.com

Sincerely,

Shujjunpeng

To : Sue Bai Yao <suebaiyao@gmail.com>

From: ShuJun Peng <shujunpengschool@gmail.com>

Date: December 16, 2020

Subject: Request for Reference for Translator Position at Bittele Electronics Inc.

Dear Suebai,

 I hope this email finds you well. I enjoyed working with you in Chinese UBC Program. You always took the time to mentor me before my session starts, thank you again for your support.

I am reaching out to you because I am applying for a translator position at Bittele Electronics Inc.

 This position requires a person who is fluent in English and Chinese, and I believe with your training, I have become a better communicator, which is why I hope you could affirm my knowledge and skills.

 Please let me know if you are willing to provide a reference letter for this position. I have attached my resume for reference. Please feel free to email me at shujunpengschool@gmail.com

Sincerely,

Shujjunpeng