

123 ABC Street
Vancouver, BC V0V 0V0
March 20, 2015

Margaret Kliman / Corinna Warburton, Clinical Trials Managers
BC Cancer Agency
BC Cancer Research Centre
675 West 10th Avenue
Vancouver, BC V5Z 1L3

Dear Margaret and Corinna:

SUBJECT: Reference Request for BCCA Research Assistant Position

I am applying for a Research Assistant position with BCCA at the BC Cancer Research Centre and I am wondering if you would serve as one of my references. As you know, being a successful research assistant requires strong work habits, excellent laboratory skills, and good communication skills. As my supervisors at BCCA, you would be able verify my qualifications for this research assistant position.

Please let me know if you are willing to serve as my reference or if you require more information. You can reach me by email at Solomon.Vandt@bccancer.bc.ca or by phone at 604.555.1234.

Thank you for your support.

Kind regards,



Solomon Vandt

123 ABC Street
Vancouver, BC V0V 0V0
March 20, 2015

Lisa Kenyon, Regional Manager: Volunteer Services
BC Cancer Agency
Vancouver Cancer Centre
600 West 10th Avenue
Vancouver, BC V5Z 4E6

Dear Lisa:

SUBJECT: Reference Request for BCCA Research Assistant Position

I am applying for a Research Assistant position with BCCA at the BC Cancer Research Centre and I am wondering if you would serve as one of my references. Some qualifications for this position include strong work habits, excellent communication skills, and good interpersonal skills. As the Volunteer Coordinator at BCCA, you would be able to verify my qualifications for this research assistant position.

Please let me know if you are willing to serve as my reference or if you require more information. You can reach me by email at Solomon.Vandt@bccancer.bc.ca or by phone at 604.555.1234.

Thank you for your support.

Kind regards,



Solomon Vandt

123 ABC Street
Vancouver, BC V0V 0V0
March 20, 2015

Jun Li, Senior Scientist
Applied Biological Materials Inc.
#8-13520 Crestwood Place
Richmond, BC V6V 2G2

Dear Jun:

SUBJECT: Reference Request for BCCA Research Assistant Position

I am applying for a Research Assistant position with the BC Cancer Agency at the BC Cancer Research Centre and I am wondering if you would serve as one of my references. As you know, being a successful research assistant requires strong work habits, excellent laboratory skills, and good communication skills. As my supervisor at ABM, you would be able verify my qualifications for this research assistant position.

Please let me know if you are willing to serve as my reference or if you require more information. You can reach me by email at svandt@hotmail.com or by phone at 604.555.1234.

Thank you for your support.

Kind regards,



Solomon Vandt