

1234 UBC Street
Vancouver, BC V6T 1Z3

November 30th 2021

Dr. John Smith, Assistant Professor
UBC CENES Department
1873 E Mall #917
Vancouver, BC V6T 1Z1

Subject: Request for Reference Sidney Singh

Dear Dr. Smith,

It has been a pleasure being a student in four of your courses. They were intellectually rigorous, informative and had invaluable knowledge.

Recently I applied to be a remote content writer for Pavestop a company that specializes in employee performance management. If possible, could you provide a reference? As your course work emphasizes the importance of succinct and concise writing your reference would complement my application.

Currently I am a teaching assistant for Dr. Jane and the Secretary for the Creative Writing Student Association. Both of these positions highlight my ability to manage multiple projects concurrently.

Feel free to contact me at ssidney@student.ubc.ca if any further questions arise.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Sidney Singh', written over a light blue horizontal line.

Sidney Singh

1234 UBC Street
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November 30th 2021

Dr. May Jane, Assistant Professor
UBC CENES Department
1873 E Mall #917
Vancouver, BC V6T 1Z1

Dear Dr. Jane,

Working as a teaching assistant for your course has been a much-appreciated opportunity. This position has taught me the importance of clear communication and time management.

Recently I applied to be a content writer at Pavestep a company that specializes in employee performance management. If possible, could you provide a reference?

For four years you witnessed my growth from a motivated student to a polished undergraduate teaching assistant. Thus, your reference will be invaluable to my application.

Feel free to contact me at ssidney@student.ubc.ca if any further questions arise.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Sidney Singh', written in black ink on a white background.

Sidney Singh

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Vancouver, BC V6T 1Z3

November 30th 2021

Cathy Penne, CWSA Chair
UBC CENES Department
1873 E Mall #917
Vancouver, BC V6T 1Z1

Subject: Request for Reference Sidney Singh

Dear Ms. Penne

It has been a pleasure working alongside you as the CWSA Secretary for the past year and half.

Recently I applied to be a content writer at Pavestop a company that specializes in employee performance management. If possible, could you provide a reference?

Our work together on the CWSA has highlighted the importance of team work and clear communication. Your reference would be an excellent compliment to the application as you have detailed knowledge on my ability to work on independent projects and contribute to a group setting.

Feel free to contact me at ssidney@student.ubc.ca if any further questions arise.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Sidney Singh', written in black ink on a light blue horizontal line.

Sidney Singh