Khai, Phan

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Sherry, Ton

Branch Operator Assistant, Royal Bank of Canada (RBC)

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Dear Sherry,

I hope you are all well despite the pandemic is getting worst day by day. I am writing to you a letter to ask for your letter of recommendation about me for my upcoming Co-Op work term in Winter 2021 (January until April/May), specifically in the Technology, I&IT department. Part of the job position I applied for requires a reference or a letter of recommendation from somebody I used to work with, or a close friend of mine and I believe you would be a good person to talk about me when a company reaches to you.

One of the companies I have applied for is RBC. The reason I found myself suitable at RBC is that I have for myself a bit of knowledge in the Banking industry, including my learning experience in school and my working experience working at CIBC as a Co-Op. A little bit about my working style: I am a very fast learner, and proof of that is I only need a month at CIBC to understand the program structure and functionality in 2 different programs and wrote about 300 Java test cases that covered every possible scenario for different account type (TFSA, RRSP, ISD-ISP, RESP,…). My working style is also simple and efficient. Most of the programs I’ve written are very short and I reuse all functions and methods at places where necessary for consistent and efficient purpose.

Besides my working style listed there, I also want to mention my learning skills and experience at school. While I was at school, I have had the opportunity to learn many different programming languages, from what they call “classical” to a modern one, and the one that is being used most in the world, Java. Besides my main skills, I also learned some soft-skills, especially skills related to group work. Communication, Research, Problem-Solving, Project Management and Project Agile are the skills I have learnt and dealt with while working as a group.

I would greatly appreciate it if you could write a letter of recommendation for me that can help emphasize my altitude and habits in working through this letter. If there is any information that I can provide that will help you write the letter in more detail, please let me know so I can provide it.

Thank you for your time and efforts.

Sincerely,

Khai Phan