

## Reference Letter Request Example

August 25, 2023

Joshua Bolton  
1234 Coral Avenue  
ABC, State 12345

RE: Antwon Sayson — Reference Letter Request

Hi Mr. JB!

I'm applying for a lab tech job with the ABC Institute of Oceanography and hope you would be willing to write a letter of recommendation for me, if you're comfortable doing that.

I believe you can give me a great reference because you've been my Ocean Studies Career Technical Education teacher for the past four years and you know my work. Here are some of the activities and papers I completed in your classes:

- Lab tech volunteer
- Team leader for the State Ocean Sciences Competition
- Papers
  - The Delta: Impact of Building an Underwater Tunnel
  - Sacramento River 100-year Flow and Flood Patterns
  - Alaskan Glaciers and Climate Change

I'm attaching my resume and a copy of the job description so you have more information about my background and the job.

I need a letter of recommendation by October 1. I know you are very busy and I understand if you can't write a letter for me at this time. Please give me a call or drop me an email and let me know.

Thank you very much for considering my request.

Sincerely,

*Antwon Sayson*

Antwon Sayson  
123-456-7890  
[asayson@myisp.org](mailto:asayson@myisp.org)  
Attachment

# Antwon Sayson

## Oceanography

### ABOUT ME

Building a career in oceanography is a natural fit for me—I've always loved the ocean. I've visited beaches in Africa, South America, Japan, and Ireland and I am committed to understanding and protecting these environments. I'm hard-working and like challenges.

### CONTACT

Loch View, CA  
asayson@myisp.com  
111-222-3333

### SKILLS

Customer service, Teamwork,  
Communication, Creativity,  
Water safety/swimming,  
nautical equipment

### AWARDS / ACCOMPLISHMENTS

Save the Bay Volunteer of the  
Year 2022,  
YMCA Windsurfing Coach of  
the Year 2022

### INTERESTS / HOBBIES

Diving, Windsurfing,  
Reading, Camping

### EXPERIENCE

#### Intern

Friends of the Delta  
Dec 1, 2019 - Still Employed

Responsible for presenting programs to middle school students to get them interested in oceanography.

#### Volunteer

Save the Bay  
Oct 1, 2020 - Still Employed

Responsible for scheduling beach cleanup days and teams. Ensure everyone has supplies and transportation to the cleanup location.

#### Cashier

Aqua Aquarium  
Feb 1, 2020 - Still Employed

Help customers, keep aquariums clean, feed animals. Check customers out, process credit and cash payments, balance cash drawer.

### EDUCATION

#### High School Diploma

Area of Study: Farming  
Completion Date: Jun 30, 2022  
Oceanside High. 1485 E. Pacific Ave. Stockton CA

#### CTE Certificate

Area of Study: Marine Studies  
Completion Date: May 1, 2019  
Oceanside High. 1485 E. Pacific Ave. Stockton CA

### REFERENCES

#### Adrian Brenner

Director Friends of the Delta 111-222-1234 abrenner@myisp.com

#### Steve Thompson

Manager Aqua Aquarium 111-222-9876 sthompson@myisp.com

# Reference Letter Request Job Description Example

Position: Entry-level Lab Technician

## Essential Duties and Responsibilities

- Maintain good working relationships with co-workers.
- Work as part of the team.
- Responsible for reading, understanding, and following Quality Systems documentation for each function performed.
- Adhere to institute policies and regulations.
- Responsible for general laboratory upkeep including washing dishes, cleaning and maintaining bench tops, scales, mixers, instruments, and lab equipment.
- Responsible for maintaining a clean and safe work environment.
- Responsible for always utilizing proper lifting and material movement techniques.
- Performs all other related job duties as assigned by the Lab Supervisor.

## Desired Skills and Experience

- Zero (0) years of experience are required, but some experience in a laboratory environment is a plus.
- Able to recognize and resolve problems quickly using sound judgment and diplomacy.
- Ability to learn and use lab equipment.
- Ability to work in teams.
- Computer literate in a Windows Environment: Excel, Word, OneNote, Internet, especially Excel to log / analyze data.
- Analytical abilities.
- Legible handwriting for laboratory notebook keeping.
- Detail oriented.

## Physical Demands

- Ability to lift 35 pounds.
- Good visual color perception.
- Able to stand, stoop, and bend.
- Ability to work on cement floors for long periods.
- Ability to work with hazardous/flammable/corrosive materials safely.
- Ability to use/view computer for prolonged periods of time, up to 9.5 hours daily.

## Work Environment

- Laboratory environment.
- Fast paced with multi-level distractions.
- Non-smoking.
- Professional, yet casual work environment.