

Sample 21**LETTER OF REFERENCE**

XYZ Youth Division
St. John Ambulance
123 Somewhere Street
Town, Province
M2M N2N

Monday, April 15, 1999

Mrs. Vera Careful
Director, Centre for Recreation
456 Somewhere Street
Town, Province
M2M N2N

Dear Mrs. Careful:

I am replying to your reference request with respect to Mr. Pedro Gonsalves who has recently applied to your organization for part-time work with the playgroup program.

Pedro has been a member of the St. John Youth Program since 1993. He spends two hours each week attending training sessions with our organization in addition to providing first aid coverage at community events 2 to 3 times a month. Pedro is well liked by his peers and works in a very easy-going manner with our adult members. He has made a considerable contribution to the development of our activities program and in aiding his peers with their first aid knowledge and skills. In addition, Pedro visits a number of seniors in our visiting program and shares his enthusiasm with them.

I would highly recommend Pedro for a position which is now open at your Centre. He has proven to me his deep commitment to improving the life of people around him. His enthusiasm is infectious and his attention to even the smallest detail has earned him a very well deserved reputation here. Pedro is also planning to begin his part-time studies in recreation at the University of ABC this September and I know that such study will make him an even more valuable staff person working in your organization.

If you have any further questions please do not hesitate to contact me during the day at 123-4567.

Sincerely,

Mrs. B. Proud
Superintendent