

Reference Request for Administrative Assistant Position

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to request a reference as I am applying for an Administrative Assistant position at [Company Name]. Your support and perspective on my skills and experiences would be invaluable to my application.

During our time working together at [Previous Company/Experience], I believe you witnessed my dedication to organization, attention to detail, and ability to manage multiple tasks effectively. I would greatly appreciate it if you could provide a reference highlighting these qualities, as well as my commitment to teamwork and customer service.

If you are willing, I would be happy to provide any additional information or a copy of my resume to make this easier for you. Please let me know if you would be comfortable assisting me in this regard.

Thank you very much for considering my request. I truly appreciate your help!

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]