

April 16th, 2023

To: Michael Porter (MichaelPorter@gmail.com)
From: Daniel Kim (dkim98@student.ubc.ca)
Date: April 16th, 2023
Subject: Request For Reference

Dear Michael Porter,

I hope you are well since we last spoke.

Since working together for CKM Sports Management, we had numerous discussions during our breaks, talking about our passions and dreams. Over the past few weeks, I have been reflecting on our conversations and found myself impassioned to pursue them.

I recently came across a job posting that directly reflects the job I have been wanting. With this in mind, I am sending this email, hoping you would be comfortable writing me a letter of reference.

Working under your wing, as my Supervisor, I have gained invaluable skills in all aspects that will make me a great candidate for this new opportunity. To ensure I continue to grow and work on my weaknesses, I actively emulate the key characteristics of being persistent, patient, and driven everyday. It is my hope that I can bring my experience from working with you into S&P Global where I will be working on Financial Derivatives, using software development. As an experienced Supervisor, your reference would be an excellent addition to my application.

If you are comfortable with providing a reference letter to me, please let me know by April 17th, 2023, as I will need to have my references ready by then. If you have any further questions or comments, please do not hesitate to contact me at dkim98@student.ubc.ca.

Thank you for your time and consideration.

Sincerely,

Daniel Kim