

Letters requesting references 1

To: Jane Doe
From: Miranda Tang (mtang78@student.ubc.ca)
Date: April 13, 2023
Subject: Request For Reference

Dear Ms. Doe,

I hope this letter finds you in good health and spirits. I am writing to request your assistance in providing a reference for me as I pursue new professional opportunities as a Learning Labs Technical Support Student. I believe that your insights into my work during our time working together would be invaluable to me.

During my internship at the Career Development Centre, I was entrusted with a wide range of data processing tasks, where I utilized both Excel and SQL to collect and analyze graduates' first destination data over a period of four years. My focus on automation and visualization helped me design an Excel template that was later adopted for long-term use. Besides, my work in data processing extended to a variety of other reports, including career coaching reports, progress reports, and several others.

Throughout my internship, I remained dedicated to continuous improvement and self-education. I sought out opportunities to expand my skills in data analysis, industry research, and more, while also sharing my knowledge and skills with my colleagues and the community.

Given my dedication to excellence and my desire to learn, I believe that I would be a valuable asset to any future employer. I would be honoured if you would be willing to serve as a reference for me, drawing on your knowledge of my skills and abilities.

Thank you for considering my request. I look forward to hearing from you soon.

Sincerely,
Miranda Tang

Letters requesting references 2

To: Jane Doe
From: Miranda Tang (mtang78@student.ubc.ca)
Date: April 13, 2023
Subject: Request For Reference

Dear Ms. Doe,

I hope this letter finds you well. I am writing to request a reference for my academic achievements during your Academic Writing Workshop. I would be deeply grateful if you could attest to my academic abilities and character.

During the workshop, I made a concerted effort to grasp the fundamentals of academic writing at universities. With your guidance and support, as well as the contributions of my classmates, I was able to absorb a great deal of new knowledge and apply it to my essays. I believe this is reflected in the relatively high scores I received on my essays, which I have enclosed along with your feedback.

Moreover, I had no prior knowledge of sociolinguistics before the workshop, but I worked hard to understand its essence through reading and discussions. I was never hesitant to ask questions and enjoyed sharing my insights with the class. I believe this helped to promote discussion and enrich the learning experience for everyone involved.

Besides my academic pursuits, I also actively participated in various activities both on and off campus, including contributing to the “staff-student partnership research project” and volunteering in the “Scholars into Schools” project.

I would be grateful if you could attest to my academic abilities, work ethic, and character in any reference you may provide. Your insights and recommendations would be invaluable to me as I pursue new academic and professional opportunities. Thank you for your time and consideration.

Sincerely,
Miranda Tang

Letters requesting references 3

To: Jane Doe
From: Miranda Tang (mtang78@student.ubc.ca)
Date: April 13, 2023
Subject: Request For Reference

Dear Ms. Doe,

I hope this letter finds you well. It has been some time since we worked together, and I wanted to reach out to you for your assistance in providing a reference for me as I pursue new professional opportunities.

During my internship at the real estate corporation on the Human Resources team in 2020, I was determined to apply my skill set in realistic settings and streamline my colleagues' work. My focus was on improving the process of sorting out candidates' profiles, which had previously been a tedious and time-consuming task.

Initially, I turned to Excel, leveraging my proficiency in it to achieve full automation by applying various formulas, charts, and pivot tables. While this worked for some tasks, it became inefficient when manipulating large sets of data. As a result, I conducted extensive online research and picked up SQL to enhance efficiency. Despite my lack of familiarity with SQL, my strong desire to help my colleagues prompted me to learn the basics in a short period of time and to write query commands successfully through trial and error.

The experience was incredibly rewarding, and I believe that your insights into my work would be invaluable, given your knowledge of my performance during our time working together. If possible, I would be honoured if you could provide a reference for me, drawing on your knowledge of my skills and abilities. Please let me know if you need any additional information.

Sincerely,
Miranda Tang