

610 Academy Way
Kelowna, BC V1V 0E8

August 2, 2022

Referee Three,
Trail Office Director
BBA Engineering Ltd.
Trail, BC V1R 4B8

Dear Referee Three:

I greatly enjoyed and benefited from my internship with BBA Engineering Ltd. this summer. Your continued support, positivity, and guidance is much appreciated.

I am preparing an application for my second internship as part of the University of British Columbia co-operative education student. As you are aware, I am targeting a Structural Engineering Co-op position with RJC Engineering, starting in September 2022.

As my supervisor, you are familiar with my technical and interpersonal skills. I was hoping that you might have a high enough regard for my abilities to write a letter of recommendation attesting to my suitability for the role with RJC Engineering.

I would greatly appreciate your endorsement of my candidacy for the Structural Engineering Co-op position with RJC Engineering. I would be happy to provide further information to help you to write the recommendation.

Thank you for your time and consideration.

Sincerely,

Signature

Samantha Krieg