From: Angela Chen (angelachen@myemail.com)
To: Christina Looker (christina@eventbase.com)
Date: March 27, 2017
Subject: Request for Reference – Angela Chen

Dear Christina,

I hope things are going well for you and the QA team. I appreciate the opportunity and experience that Eventbase has provided me. I am now familiar with mobile testing and the software used to do so. I have also learned much about the lifecycle of an app.

I am currently applying for a position as a Junior Software Developer at Copperleaf Inc. and I hope you will provide a reference for me. As my previous supervisor, you know how quickly I learned Eventbase's products and my level of attention to detail when it comes to testing mobile apps.

I have attached a copy of my resume and cover letter to this email for your convenience. Please let me know if you are comfortable with providing a reference for me. I believe your reference would greatly help me in my job search. I am happy to come by the office to discuss this further with you in person if that is what you prefer.

Thank you for your time and consideration of my request and I look forward to hearing from you.

Sincerely,

Angela Chen

Angela Chen
Enclosed: Cover letter and résumé

From: Angela Chen (angelachen@myemail.com)

To: Riccardo Patti (riccardo@eventbase.com)

Date: March 27, 2017

Subject: Request for Reference – Angela Chen

Dear Riccardo,

I hope things are going well for you and the QA team. I appreciate the opportunity and experience that Eventbase has provided me. I am now familiar with mobile testing and the software used to do so. I have also learned much from our one-on-one check-ins.

I am currently applying for a position as a Junior Software Developer at Copperleaf Inc. and I hope you will provide a reference for me. As my previous Director of QA, you have seen me be proactive and capable of handling a variety of tasks. You also know that I am interpersonal, and flexible, and able to work with any Producer, TPS, or AIS.

I have attached a copy of my resume and cover letter to this email for your convenience. Please let me know if you are comfortable with providing a reference for me. I believe your reference would greatly help me in my job search. I am happy to come by the office to discuss this further with you in person if that is what you prefer.

Thank you for your time and consideration of my request and I look forward to hearing from you.

Sincerely,

Angela Chen

Angela Chen

Enclosed: Cover letter and résumé

From: Angela Chen (angelachen@myemail.com)

To: Kalev Hunt (kalev@ubc.ca)

Date: March 27, 2017

Subject: Request for Reference – Angela Chen

Dear Kalev,

I hope things are going well for you and the latest round of Learning Tech Rovers. I appreciate the opportunity and experience that UBC has provided me. It has greatly improved my analytical and communication skills. I am now familiar with many of UBC's learning technologies.

I am currently applying for a position as a Junior Software Developer at Copperleaf Inc. and I hope you will provide a reference for me. As my previous supervisor, you know that I am a team player and know that I was able to explain complex, technical issues to professors.

I have attached a copy of my resume and cover letter to this email for your convenience. Please let me know if you are comfortable with providing a reference for me. I believe your reference would greatly help me in my job search. I am happy to come by the office to discuss this further with you in person if that is what you prefer.

Thank you for your time and consideration of my request and I look forward to hearing from you.

Sincerely,

Angela Chen

Angela Chen

Enclosed: Cover letter and résumé