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April 2, 2022

John-Robert MacKenzie, Customer Experience Team Lead  
Copperleaf Technologies  
2920 Virtual Way #140  
Vancouver, BC V5M 0C4

Subject: Request for Reference

Dear John-Robert,

I hope you have been keeping well over the last few months. It has been an exciting time with Copperleaf Technologies going public!

I am currently preparing an application for the internship program at Microsoft (due April 15). As a former employee on your team for over three years, I wanted to write to you to ask for a letter of reference to support this application. You provided me the guidance I required to be successful as a Consultant at Copperleaf Technologies, and I learned so much about software implementations, project management, and client interactions under your supervision. If it is possible, would you please provide me with a reference letter speaking to the following points?

1. My ability to learn new technologies to tackle complex technical challenges.
2. Client feedback regarding my performance.
3. The timeliness and quality of the implementation projects that I managed while at Copperleaf Technologies.
4. My capabilities as a mentor to newly hired Consultants at Copperleaf Technologies.

Thank you very much for your assistance. I understand that you are very busy, and I greatly appreciate your time. I have enclosed a copy of my resume and the job description for your review in case you would find these helpful.

Regards,

Alexander Clements  
Enclosure: Resume and Job Description