

123 My Street
Vancouver, BC V6T 1A1

August 14, 2020

Patty Kelly, Program Manager
Centre for Writing and Scholarly Communication
University of British Columbia
Irving K. Barber Learning Centre
1961 East Mall
Vancouver, BC V6T 1Z1

Dear Dr. Kelly:

I hope that you are well.

I am applying for new graduate positions starting in May, 2021, and I am writing to ask if you would be comfortable providing me with a strong, positive reference. I believe that your reference would be a valuable addition to my application.

Since I worked as a Writing Consultant at the Centre for Writing and Scholarly Communication (CWSC), I have completed an eight-month internship as a Full-Stack Software Developer at a local, startup company. I am currently working as a Software Developer through the Work Learn program, and I will be starting a four-month internship in the fall. Although writing and software development may be very different from each other, I would not be successful in my current work without the teamwork and communication skills that I developed during my time with the CWSC. My experience at the CWSC – including the readings that you assigned, the guidance that you provided, the opportunity to work with other students, and the weekly staff meetings that you led – has proven to be invaluable.

I have attached my current resume and you can find my LinkedIn profile page here: <https://www.linkedin.com/in/gagnoncody/>. I am happy to provide you with any other information that you might require.

Please let me know if you can provide me with a strong, positive reference. Please also let me know your preferred contact information. Thank you for your time and your consideration of this request.

Sincerely,

Cody Gagnon
(123) 456-7890
my.name@email.com

Encl. Resume

123 My Street
Vancouver, BC V6T 1A1

August 14, 2020

Elisa Baniassad, Associate Professor of Teaching
Department of Computer Science
University of British Columbia
ICICS/CS Building
329-2366 Main Mall
Vancouver, BC V6T 1Z4

Dear Professor Baniassad:

I hope that you are well.

I am applying for new graduate positions starting in May, 2021, and I am writing to ask if you would be comfortable providing me with a strong, positive reference. I believe that your reference would be a valuable addition to my application.

Since we last spoke, I completed my first eight-month internship as a Full-Stack Software Developer at A.Y. Technologies. Thank you again for serving as a reference for me at this time last year. At A.Y. Technologies, I worked with a JavaScript front-end and a Java back-end, so your courses (CPSC 210 Software Construction and CPSC 310 Introduction to Software Engineering), which introduced me to both these languages, were crucial to my success. In addition, your lessons on the Agile methodology helped me to quickly adapt to working with my team. I am now working as a Software Developer through a Work Learn position, and I will be starting a four-month internship at Aquatic Informatics in the fall. I have enjoyed working as a software developer and I am looking forward to joining a company full-time after graduation.

I have attached my current resume and you can find my LinkedIn profile page here: <https://www.linkedin.com/in/gagnoncody/>. I am happy to provide you with any other information that you might require.

Please let me know if you can provide me with a strong, positive reference. Please also let me know your preferred contact information. Thank you for your time and your consideration of this request.

Sincerely,

Cody Gagnon
(123) 456-7890
my.name@email.com

Encl. Resume

123 My Street
Vancouver, BC V6T 1A1

August 14, 2020

Amin Yazdani, Director of Technology
A.Y. Technologies
800-525 Seymour St
Vancouver, BC V6B 3H7

Dear Amin:

I hope that you are well.

I am applying for new graduate positions starting in May, 2021, and I am writing to ask if you would be comfortable providing me with a strong, positive reference. I believe that your reference would be a valuable addition to my application.

Since completing my internship as a Full-Stack Software Developer at A.Y. Technologies, I have been working with the Department of Psychology at UBC. My team and I are building an educational web app called the Tapestry Tool using JavaScript, Vue, PHP, Cypress, WordPress, and Docker. In this new position, I have applied many of the lessons that I learned working at A.Y. Technologies. I have also secured a fall internship as a Software Developer at Aquatic Informatics. I am very grateful for the learning opportunities that you provided me at A.Y. Technologies. Your mentorship has proven to be invaluable.

I have attached my current resume and you can find my LinkedIn profile page here: <https://www.linkedin.com/in/gagnoncody/>. I am happy to provide you with any other information that you might require.

Please let me know if you can provide me with a strong, positive reference. Please also let me know your preferred contact information. Thank you for your time and your consideration of this request.

Sincerely,

Cody Gagnon
(123) 456-7890
my.name@email.com

Encl. Resume