

March 25, 2016
1234 Main Street
Vancouver, BC A1B 2C3

Madison Elliot, Graduate Student
UBC Visual Cognition Lab
3204 – 2136 West Mall
Vancouver, BC V6T 1Z4

SUBJECT: Request for Reference Letter

Dear Madison,

I am in the process of applying for Junior Developer position at SAP in the Cloud Analytics team, and a reference letter from you would greatly improve my application package.

SAP is looking for passionate programmers who are looking for opportunities to learn new things. They are looking for developers who work well in the engineering and operations team to build, integrate, test, and deploy software.

The relevant qualifications for this position include: solid programming skills in Java, working knowledge of data structures and algorithms, and principles of OO design. Bonus requirements include a working knowledge of Scrum, Test Driven Development, and experience using source control systems such as Git.

As the leader of the coding team at the UBC Visual Cognition Lab, you have observed first-hand the contributions I made and the skills I possess. I believe illustrating my skills and work ethics with the qualifications for this position will assist my application package tremendously.

Thank you very much for your time. If you need any additional information that will assist you in writing this reference, please feel free to let me know. You can contact me by email at dchen121@gmail.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Daniel Chen', with a stylized, cursive script.

Daniel Chen

March 25, 2016
1234 Main Street
Vancouver, BC A1B 2C3

Elisa Baniassad, Professor of Computer Science
University of British Columbia
237 – 2366 West Mall
Vancouver, BC V6T 1Z4

SUBJECT: Request for Reference Letter

Dear Elisa,

My name is Daniel Chen, and I am currently in the Bachelors of Computer Science program. I have completed CPSC210 and CPSC310 with you in 2014W T1 and 2015W T2, respectively.

I am in the process of applying for Junior Developer position at SAP in the Cloud Analytics team, and a reference letter from you would greatly improve my application package.

SAP is looking for passionate programmers who are looking for opportunities to learn new things. They are looking for developers who work well in the engineering and operations team to build, integrate, test, and deploy software.

The relevant qualifications for this position include, solid programming skills in Java, working knowledge of data structures, principles of object oriented design, and performance testing. Bonus requirements include a working knowledge of Scrum, Test Driven Development, REST web services, experience using source control systems, and object relational mapping tools.

I have benefited greatly from the two classes that I took with you, and learned many of the fundamental concepts of software development. I was taught the Agile Scrum methodology, the various types of design patterns, the SOLID design principles, and RESTful API design. The project gave me an opportunity to apply the concepts I have learned to create a web application using the Django web framework. Incorporating the learning outcomes and the project from the two classes would greatly improve my application package.

Thank you very much for your time. If you need any additional information that will help you in writing this reference, please feel free to let me know. You can contact me by email at dchen121@gmail.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Daniel Chen', with a stylized, cursive script.

Daniel Chen

March 25, 2016
1234 Main Street
Vancouver, BC A1B 2C3

Laks Lakshmanan, Professor in Computer Science
University of British Columbia
237 – 2366 West Mall
Vancouver, BC V6T 1Z4

SUBJECT: Request for Reference Letter

Dear Laks,

My name is Daniel Chen, and I am in the Bachelors of Computer Science program. I am currently enrolled in your CPSC304 class. I am in the process of applying for Junior Developer position at SAP in the Cloud Analytics team, and a reference letter from you would greatly improve my application package.

SAP is looking for passionate programmers who are looking for opportunities to learn new things. They are looking for developers who work well in the engineering and operations team to build, integrate, test, and deploy software.

The relevant qualifications for this position include, solid programming skills in Java, working knowledge of data structures, and principles of object oriented design. Bonus requirements include knowledge in database integration with SQL and object relational mapping tools.

I have benefited greatly thus far from enrolling in your classes, and learned many of the fundamental concepts of relational databases and data warehouses. I was taught how to design a database management system using entity-relationship diagrams, integrity constraints, and database normalization. The project gave me an opportunity to apply the concepts I learned to create a database application using Java, JDBC, and MySQL. Incorporating the learning outcomes and the project from your class would greatly improve my application package by displaying my programming skills and work ethics.

Thank you very much for your time. If you need any additional information that will help you in writing this reference, please feel free to let me know. You can contact me by email at dchen121@gmail.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Daniel Chen', with a stylized, cursive script.

Daniel Chen