**To:** Professor Gary Markle, gary@nscad.ca

**From:** Madeleine Leroux, madeleineleroux@gmail.com

**Subject:**  Reference Request for Software Developer Internship

Hello Gary,

I hope you're doing well.

I'm reaching out because I'm applying to a summer software developer internship, and I would love if you could be one of my references. If you could attest to my qualifications and skills I learnt while at NSCAD, I would sincerely appreciate it.

I am in the process of seeking a fall software engineer internship. I look forward to applying the creative thinking and problem solving skills I developed under your tutorage. I have included some bullet points of skills and qualities that software companies look for in interns:

* Ability to quickly learn new technologies
* Ability to work closely and collaboratively with others
* Effective problem solvers
* Analytical thinkers

If for any reason you don’t feel comfortable writing a reference letter, I completely understand. I have attached a copy of resume, and look forward to hearing back form you.

Thank you again,

Madeleine Leroux

**To:** Professor Susan Circuit, cpscprof@ubc.com

**From:** Madeleine Leroux, madeleineleroux@gmail.com

**Subject:**  Reference Request for Software Developer Internship

Dear Professor Circuit,

I am reaching out to ask you to provide me a reference for a new internship I am seeing with Treeline Trading. Of course, I completely understand if you are unable to do so.

I learned a lot about software while I was in your CPSC 210: Software Construction course, and I think you would be able to provide valuable insights into my skills. As you know, I have been developing my developing skills since enrolling in the BCS program. The internship at Treeline Trading requires many of the abilities that I developed while in your class.

Thank you very much for considering my request. I have attached a copy of my updated resume and the job posting for your review. If you have any questions or need any information, please let me know.

Sincerely,

Madeleine Leroux

**To:** Lucy, studiomanager@fashion.com

**From:** Madeleine Leroux, madeleineleroux@gmail.com

**Subject:**  Reference Request for Software Developer Internship

Hi Lucy,

I hope you’re doing well! I recently saw this season’s lookbook, and the collection looks great!

I’m reaching out because I’m applying for a Software Engineer Internship with Treeline Trading, and was hoping you could provide a reference to emphasize why I am qualified for this position.

I really enjoyed working together at Fashion Company, particularly when we solved problems as a team. With that in mind, I thought you’d be the perfect person to vouch for my expertise in analytical thinking and problem solving.

I understand if you’re too busy or unable to provide a reference. I’ve attached my resume and the job posting to making writing this letter easier. Please let me know if you have any questions.

Thanks for your time and I hope to see you soon,

Madeleine