

1234 4th Street.
Vancouver, BC A1N 1B2

April 4th, 2022

Dr. Amber Smith Professor of University of British Columbia
4321 East Street
Vancouver, BC A1K 1B2

Subject: Request for Reference

Dear Dr. Amber,

Hope you are doing well! I am currently in the process of applying for the co-op position as a software developer at Snap inc. As a studious student of dynamic programming CPSC 110, I want to ask for a letter of reference for this application. I truly loved making applications with Java during the term and learning from you throughout the term. If possible, could you please provide the following details?

1. Technical skill used to implement the application
2. Presentation skills
3. Work ethics
4. Leadership Skills

Thank you so much for your help. I am well aware of your busy schedule and am greatly appreciative of all your time and effort. I have enclosed my resume and the job position that I am applying for. If you require any questions, kindly contact me at kellykim00@hotmail.com.

Thank you,

Kelly Kim

1234 4th Street.
Vancouver, BC A1N 1B2

April 4th, 2022

Mrs. Sharon Keller
9999 East Street
Vancouver, BC A1K 1B2

Subject: Request for Reference

Dear Mrs. Keller,

Hope you are doing well! I am currently in the process of applying for the co-op position as a software developer at Snap inc. As the former manager at RBC, I was wondering if you could write me a reference. I truly enjoyed working with you last year during the co-op term. If possible, could you please provide the following details?

1. Technical skill used to implement the application
2. Presentation skills
3. Work ethics
4. Leadership Skills

Thank you so much for your help. I am well aware of your busy schedule and am greatly appreciative of all your time and effort. I have enclosed my resume and the job position that I am applying for. If you require any questions, kindly contact me at kellykim0_0@hotmail.com.

Thank you,

Kelly Kim

1234 4th Street.
Vancouver, BC A1N 1B2

April 4th, 2022

Mr. Purple Koolaid
0000 East Street
Vancouver, BC A1K 1B2

Subject: Request for Reference

Dear Mr. Koolaid,

Hope you are doing well! I am currently in the process of applying for the co-op position as a software developer at Snap inc. As the former manager at TD, I was wondering if you could write me a reference. I truly enjoyed working with you last year during the automation project-making. If possible, could you please provide the following details?

1. Technical skill used to implement the application
2. Presentation skills
3. Work ethics
4. Leadership Skills

Thank you so much for your help. I am well aware of your busy schedule and am greatly appreciative of all your time and effort. I have enclosed my resume and the job position that I am applying for. If you require any questions, kindly contact me at kellykim00@hotmail.com.

Thank you,

Kelly Kim