

Jieun Kim  
1500 Pendrell st  
Vancouver, BC V6G 3A5

August 4, 2021

Hyunjoon Yoo,  
Staff Engineer  
Samsung Electronics  
Yongin, Korea

Subject: Request for a Reference Letter

Dear Mr. Yoo,

I hope you are doing well. I am writing this email to request a letter of recommendation in support of my application for a position at SAP as a software developer.

I was genuinely lucky to have you as my mentor while I was working at Samsung Electronics. During the time working with you, I learned and developed a lot about effective communication skills, strong analytical minds, as well as work ethics. As you know, I am pursuing a major in computer science after leaving Samsung Electronics, and about to start a new career as a software developer. As my mentor, I believe that you possess the ability to comment on my skills and my personality traits as an engineer. I would be sincerely grateful if you could write me a positive letter of recommendation.

The attached documents are my resume and the job description.  
Please let me know if you need any further information. Thank you for considering my request.

Sincerely,



Jieun Kim

Jieun Kim  
1500 Pendrell st  
Vancouver, BC V6G 3A5

August 4, 2021

Byeongkeun Seo  
Senior Professional,  
Samsung Electronics  
Yongin, Korea

Subject: Request for a Reference Letter

Dear Mr. Seo,

I hope you are doing well. I am writing this email to request a letter of recommendation in support of my application for a position at SAP as a software developer.

I was genuinely lucky to work in your team while I was working at Samsung Electronics. During the time working with you, I learned and developed a lot about interpersonal and leadership skills. Your outstanding leadership has set an excellent example for me. As you know, I am pursuing a major in computer science after leaving Samsung Electronics, and about to start a new career as a software developer. As a team leader who closely witnessed my growth as an engineer, I believe that you possess the ability to comment on my skills and my personality traits as an engineer. I would be sincerely grateful if you could write me a positive letter of recommendation.

The attached documents are my resume and the job description.  
Please let me know if you need any further information. Thank you for considering my request.

Sincerely,



Jieun Kim

Jieun Kim  
1500 Pendrell st  
Vancouver, BC V6G 3A5

August 4, 2021

Suhyun Bae,  
Senior Professional  
Samsung Electronics  
Yongin, Korea

Subject: Request for a Reference Letter

Dear Dr Bae,

I hope you are doing well. I am writing this email to request a letter of recommendation in support of my application for a position at SAP as a software developer.

I was genuinely lucky to work with you while I was working at Samsung Electronics. During the time working with you, I learned a lot about the essential traits of an exceptional engineer such as critical thinking skills and being open-minded. Through the training with you, I was able to develop an intuitive sense of what could or would work. As you know, I am pursuing a major in computer science after leaving Samsung Electronics, and about to start a new career as a software developer. As a technical leader in the team who closely witnessed my growth as an engineer, I believe that you possess the ability to comment on my skills and my personality traits as an engineer. I would be sincerely grateful if you could write me a positive letter of recommendation.

The attached documents are my resume and the job description.  
Please let me know if you need any further information. Thank you for considering my request.

Sincerely,



Jieun Kim