**From: Jessica Lee (jessicalee6688@yahoo.com)  
To: Boa Hung (bhung@urbn.com)**

**Date: Dec 9, 2020**

**Subject: Request for Reference – Jessica Lee**

Dear Boa,

I hope this email finds you well. As you may know, my internship at URBN is soon coming to an end. Whilst I prepare to head back to school, I am currently also preparing to apply for an upcoming Summer 2020 Marketing Internship at Apple China. With that said, I would greatly appreciate it if you could be an employer reference for me as an experienced manager that you are.

Under your guidance, I have learned practical marketing and public relations skills. Furthermore, by dealing with merchandises and engaging in e-commerce activities on a daily basis, I would say I have had a wide-ranged experience within the company, proving myself to be a multi-tasker and an eager learner in the work field.

As an experienced marketer, I hope you can write a letter of reference for me in my process of applying to the Marketing Intern position for Apple Pay China. Enclosed to this email, you will find a copy of my cover letter and my résumé for your reference. Please let me know by Thursday, December 17th if you would be willing to write a reference letter for me as I intend to being my internship application process starting next week.

Should you have any further questions or concerns, please do not hesitate in contacting me at [jessicalee6688@yahoo.com](mailto:jessicalee6688@yahoo.com). Thank you for your time and considering, I look forward to hearing from you soon.

Best Regards,

Jessica Lee

**From: Jessica Lee (jessicalee6688@yahoo.com)  
To: Happy Gao (hgao@urbn.com)**

**Date: Dec 9, 2020**

**Subject: Request for Reference – Jessica Lee**

**Dear Happy,**

I hope this email finds you well. As you may know, my internship at URBN is soon coming to an end. Whilst I prepare to head back to school, I am currently also preparing to apply for an upcoming Summer 2020 Marketing Internship at Apple China. With that said, I would greatly appreciate it if you could be an employer reference for me.

During my time in your team, I have observed management skills and learned about marketing from a broader perspective. By working on a number of marketing and communications projects with you, I have learned to be attentive yet efficient, qualities that are required of me at the next internship I intend to apply to.

As an experienced marketer, I hope you can write a letter of reference for me in my process of applying to the Marketing Intern position for Apple Pay China. Enclosed to this email, you will find a copy of my cover letter and my résumé for your reference. Please let me know by Thursday, December 17th if you would be willing to write a reference letter for me as I intend to being my internship application process starting next week.

Should you have any further questions or concerns, please do not hesitate in contacting me at [jessicalee6688@yahoo.com](mailto:jessicalee6688@yahoo.com). Thank you for your time and considering, I look forward to hearing from you soon.

Best Regards,

Jessica Lee

**From: Jessica Lee (jessicalee6688@yahoo.com)  
To: Mish Lin (mish.lin@nike.com)**

**Date: Dec 9, 2020**

**Subject: Request for Reference – Jessica Lee**

**Dear Mish,**

I hope you have been well since we last spoke. I am writing to you today regarding my application for Summer 2020 Marketing Internship at Apple China and I am hoping you will be willing to write a letter of reference for me.

During my time at NIKE TW, I have observed how to make a marketing campaign come to life from scratch and learned to be creative throughout the processes. By working directly under you, I was able to pick up on the skills required to be a team leader which is in fact a quality that is required of me at the next internship I intend to apply to.

As an experienced marketer, I hope you can write a letter of reference for me in my process of applying to the Marketing Intern position for Apple Pay China. Enclosed to this email, you will find a copy of my cover letter and my résumé for your reference. Please let me know by Thursday, December 17th if you would be willing to write a reference letter for me as I intend to being my internship application process starting next week.

Should you have any further questions or concerns, please do not hesitate in contacting me at [jessicalee6688@yahoo.com](mailto:jessicalee6688@yahoo.com). Thank you for your time and considering, I look forward to hearing from you soon.

Best Regards,

Jessica Lee