Reference Request one

1234 Lord Street
Vancouver, BC V1C 0A1

April 3rd, 2022

Dr. Paul Carter, Professor of the University of British Columbia
1234 First Avenue
Vancouver, BC 1V1 0B0

Subject: Request for Reference

Dear Carter,

I hope you are doing well at the University of British Columbia. It was a wonderful time taking your class in the first year!

I am currently preparing to apply for an internship position at Amazon and I would like to ask for a reference letter for my application. As a student and TA of your class, I experienced a great idea and concept for a beginner software engineer.

Amazon is a mainly tech company for various industry areas. But my position is an intern and I am currently transferring to the tech industry. I hope my previous experiences in the public bank and your class to learn basic programming skills help to get this offer.

Amazon is focusing on the following points as an internship, would you please provide me with a reference with belows?

1. My passions for learning and getting used to new technologies and programming languages.
2. Feedback on my projects in the class.
3. Communication skills as a team member.

I really appreciate your assistance, I know you are extremely busy with your own work and I fully understand if you are unable to do so. Please let me know if you are available at your earliest convenience. If you have any questions or need more information, please do not hesitate to tell me.

Sincerely,

Leo Kim

Leo Kim

1234 Lord Street
Vancouver, BC V1C 0A1

April 3rd, 2022

Mr. Min Ha, Supervisor of Industrial Bank of Korea
1234 Second-Gil
Seoul, South Korea 54321

Subject: Request for Reference

Dear Ha,

I hope you are doing well at the Industrial Bank of Korea. Congratulations on your promotion as Supervisor of the International Branch Managing team at IBK. It has been a wonderful experience being your team member.

I am currently preparing to apply for an internship position at Amazon and I would like to ask for a reference letter for my application. As a team member and colleague of your team, I learnt how to deal with big projects and what the team work is.

Amazon is a mainly tech company for various industry areas. But my position is an intern and I am currently transferring to the tech industry. I hope my previous experiences in the public bank and your team to learn basic programming skills help to get this offer.

Amazon is focusing on the following points as an internship, would you please provide me with a reference with belows?

1. My passions for learning and getting used to new technologies and programming languages.
2. Feedback on my projects in the team.
3. Communication skills as a team member.

I really appreciate your assistance, I know you are extremely busy with your own work and I fully understand if you are unable to do so. Please let me know if you are available at your earliest convenience. If you have any questions or need more information, please do not hesitate to tell me.

Sincerely,

Leo Kim

Leo Kim

Reference Request three

1234 Lord Street
Vancouver, BC V1C 0A1

April 3rd, 2022

Mr. Tae Kim, Manager of Industrial Bank of Korea
1234 Third-Gil
Seoul, South Korea 98765

Subject: Request for Reference

Dear Kim,

I hope you are doing well at the Industrial Bank of Korea. I heard our new platform opened successfully and was a big issue in South Korea. It was my pleasure to be a team leader of your alpha tester project.

I am currently preparing to apply for an internship position at Amazon and I would like to ask for a reference letter for my application. As a team leader and cooperative tester of your project, I could get a precious experience for software development knowledge. Also from your guidance, I got an outline for a junior software development engineer in a big project and company.

Amazon is a mainly tech company for various industry areas. But my position is an intern and I am currently transferring to the tech industry. I hope my previous experiences in the public bank and your project to learn basic programming skills help to get this offer.

Amazon is focusing on the following points as an internship, would you please provide me with a reference with belows?

1. My passions for learning and getting used to new technologies and programming languages.
2. Feedback on my projects in the team.
3. Communication skills as a team leader.

I really appreciate your assistance, I know you are extremely busy with your own work and I fully understand if you are unable to do so. Please let me know if you are available at your earliest convenience. If you have any questions or need more information, please do not hesitate to tell me.

Sincerely,

Leo Kim

Leo Kim