

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 seeking 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