

Natalie Marchand  
Vancouver, BC  
(403) 542-XXXX  
natalie.marchand1(at)gmail.com

Dr. Alan Bloomfield  
University of New South Wales  
Sydney, Australia

March 25, 2016

Dear Alan,

First, allow me to thank you again for providing a letter of recommendation for my recent application to Oxford. It was a crucial element of my application package and your assistance is much appreciated! The school has now notified me that I have been accepted to the Law program. I owe much of this success to your excellent tutelage and mentorship over the course of my Political Science degree.

As I mentioned to you recently, I am now applying for internships to supplement my law degree. One such internship is at Vancouver's Pivot Legal Society, an organization that provides free legal assistance to low income individuals living in the city's Eastside. Because you are both an ex-lawyer and a former professor of mine, I know your personal recommendation will be highly relevant to my application. Some of the skills and qualities I bring to this position are:

- An analytical and academic mindset
- Keen problem solving skills
- A willingness to learn and try new things

I will be submitting my application on Friday, April 15<sup>th</sup> and would require any letters of reference to be ready for that date. If you are interested in writing a reference for me, please let me know. Thank you for your consideration!

Sincerely,

A handwritten signature in black ink, appearing to read 'N.M.' with a stylized flourish at the end.

Natalie Marchand

Natalie Marchand  
Vancouver, BC  
(403) 542-XXXX  
natalie.marchand1(at)gmail.com

Wendy Hanrahan  
TransCanada Ltd.  
450 – 1<sup>st</sup> Street  
Calgary AB, Canada

Dear Wendy,

Thank you very much for your well wishes regarding my acceptance to Law school! As always, your support is very much appreciated.

To supplement my academic pursuit of law, I am now pursuing several internships in the field. One such internship is at Vancouver's Pivot Legal Society, an organization that provides free legal assistance to low income individuals living in the city's Eastside. I believe having some professional experience will make me a more desirable candidate for permanent positions once I have graduated. As a former boss of mine, you are able to speak to the qualities I bring to an office environment. Some of the assets I bring to this position are:

- An analytical and academic mindset
- Keen problem solving skills
- A willingness to learn and try new things
- Excellent people and teamwork skills

I will be submitting my application on Friday, April 15<sup>th</sup> and would require any letters of reference to be ready for that date. If you are interested in writing a reference for me, please let me know. Thank you for your consideration!

Sincerely,

A handwritten signature in black ink, appearing to read 'N.M.' with a stylized flourish at the end.

Natalie Marchand

Natalie Marchand  
Vancouver, BC  
(403) 542-XXXX  
natalie.marchand1(at)gmail.com

Ben Weber  
TransCanada Pipelines Ltd.  
450 – 1<sup>st</sup> Street  
Calgary AB Canada

March 25, 2016

Dear Ben,

As I reach the end of my degree, I am preparing to begin the next stage of my life at Law school! I have been accepted to Oxford's Law Program and will be commencing my studies in October. As my supervisor at TransCanada you were always supportive of this goal, and I am sincerely grateful to you for encouraging me to apply.

To supplement my academic pursuit of law, I am now pursuing several internships in the field. One such internship is at Vancouver's Pivot Legal Society, an organization that provides free legal assistance to low income individuals living in the city's Eastside. As my former supervisor, I feel you would be able to speak well to the contributions I made to the office. Some of the skills and assets I bring to the position at Pivot are:

- An analytical and academic mindset
- Keen problem solving skills
- A willingness to learn and try new things
- Excellent people and teamwork skills

I will be submitting my application on Friday, April 15<sup>th</sup> and would require any letters of reference to be ready for that date. If you are interested in writing a reference for me, please let me know. Thank you for your consideration!

Sincerely,

A handwritten signature in black ink, appearing to read 'N.M.' with a stylized flourish at the end.

Natalie Marchand