

1234 Hampton Road
Coquitlam, BC, Canada
V3E1C1

November 24, 2016

1234-2727 Barnet Hwy
Coquitlam, BC, Canada
V3B5R5

Dear Jason,

I hope you and the team at Fido are doing well. I am writing in hopes you can write a positive letter of reference on my behalf. I am currently applying for a software engineering intern position at A Thinking Ape. I've always appreciated your perspective and judgement when we worked together, as well as the mentorship you've provided me. Naturally, I consider you to be the best reference to speak for my work ethics and skills.

A Thinking Ape is seeking an intern who is eager to learn, takes ownership in their work, and possesses good problem-solving and communication skills. Having worked under your supervision, I'm hoping you can provide details regarding my strong motivation and accountability as a key holder in overseeing and running store operations. Hopefully, you can also provide an account of my problem-solving abilities for handling customer service issues and my communication skills in working with the team. To help with writing the letter of reference, I have attached a copy of the application letter and resume I will be submitting to A Thinking Ape.

I would really appreciate your help in providing a letter of reference to support my qualifications. Your letter of reference will surely enhance my success in competing for this position. Please let me know if you have any questions, or if you require any additional information to help you in providing me a reference. I can be reached at 604 712 1234 or by email (nataliehyn22@gmail.com). Thank you for your consideration, and I look forward to hearing from you.

Best Regards,

Natalie

Encl. Application Letter & Resume

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Dear Alex,

I'm writing in hopes you can write a positive letter of reference on my behalf. I am currently applying for a software engineering intern position at A Thinking Ape. Having worked closely with you as co-workers at Fido, I am certain that you'd make a great reference to vouch for my qualifications for this position.

I'm sure you know my work habits and abilities well, so I hope you can provide A Thinking Ape with details of our work together at Fido. You are familiar with my accountability and my self-directedness as a key holder in managing and running store operations at Fido, so your mention of these traits would help tremendously. A Thinking Ape is looking for a candidate who is skilled in problem-solving and communications, so examples of how I approach customer issues, overcome obstacles, and collaborate with the team at Fido, will also be very helpful. To help with writing the letter of reference, I have attached a copy of the application letter and resume I will be submitting to A Thinking Ape.

I would be truly grateful if you can write the letter of reference to support my suitability for this position. Your letter of reference will surely give me a competitive edge. Please let me know if you have any questions, or if you require any additional information to help you in providing me a reference. I can be reached at 604 712 1234 or by email (nataliehyn22@gmail.com). Thank you for your consideration, and I look forward to hearing from you.

Best Regards,

Natalie

Encl. Application Letter & Resume

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Dear Trina,

I hope you are doing well lately. I am writing in hopes you can write a positive letter of reference for me. I am currently applying for a software engineering intern position at A Thinking Ape. I've always trusted and appreciated your perspective while we worked together at Fido. That is why I believe you, as my former assistant manager, can provide the best reference to support my qualification for this position.

Having worked closely under your supervision, I hope you can highlight my problem-solving abilities and communication skills during my time at Fido. You are also familiar with my intrinsic motivation to do my best and my strong sense of accountability as a key holder. To help with writing the letter of reference, I have attached a copy of the application letter and resume I will be submitting to A Thinking Ape.

I would be truly grateful if you can write the letter of reference to support my qualifications for this internship. Your letter of reference will definitely increase my success in competing for the position. Please let me know if you have any questions, or if you require any additional information to help you in providing me a reference. I can be reached at 604 712 1234 or by email (nataliehyn22@gmail.com). Thank you for your consideration, and I look forward to hearing from you.

Best regards,

Natalie

Encl. Application Letter & Resume