

From: Phoebe Wu ([phoebe.aqwu@gmail.com](mailto:phoebe.aqwu@gmail.com))  
To: Phillip Potts ([pottseducationstudio@gmail.com](mailto:pottseducationstudio@gmail.com))  
Date: December 12, 2020  
Subject: Reference Request – Phoebe Wu

Dear Phil,

I hope this email finds you well. As you may know, I have recently made the career switch from biology to computer science. I am currently searching for software development internships and would greatly appreciate it if you could be an employer reference for me as someone who is my supervisor and as someone who has known me for almost 10 years.

Having you as both my tutor and employer has taught me the importance of time management and critical thinking and encouraged me to never stop learning. I am currently applying for the remote software engineering internship at Placeholders Inc. in Toronto. After working under your mentorship for so many years, you have witnessed my growth and work ethic over the years. It would mean a lot to me if you could write a reference letter for this position.

Please let me know if you are willing to provide a reference letter for this position. I have attached my resume for reference to this email. If you have any questions or concerns, please feel free to contact me at [phoebe.aqwu@gmail.com](mailto:phoebe.aqwu@gmail.com).

Best Regards,

A handwritten signature in black ink, appearing to read 'Phoebe Wu', with a stylized, cursive script.

Phoebe Wu

From: Phoebe Wu ([phoebe.aqwu@gmail.com](mailto:phoebe.aqwu@gmail.com))  
To: Kristen Dunnaway ([kristendunnaway@gmail.com](mailto:kristendunnaway@gmail.com))  
Date: December 12, 2020  
Subject: Reference Request – Phoebe Wu

Dear Kristen,

I hope this email finds you well. As you may know, I have recently made the career switch from biology to computer science. I am currently searching for software development internships and would greatly appreciate it if you could be an employer reference for me as someone who is my supervisor.

From being a part of your team, I have acquired the skills and experience to handle tricky situations with students and in business. I am currently applying for the remote software engineering internship at Placeholders Inc. in Toronto. After working under your mentorship for many years, you have witnessed my growth and work ethic over the years. It would mean a lot to me if you could write a reference letter for this position.

Please let me know if you are willing to provide a reference letter for this position. I have attached my resume for reference to this email. If you have any questions or concerns, please feel free to contact me at [phoebe.aqwu@gmail.com](mailto:phoebe.aqwu@gmail.com).

Best Regards,

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Phoebe Wu

From: Phoebe Wu ([phoebe.aqwu@gmail.com](mailto:phoebe.aqwu@gmail.com))  
To: Paul Carter ([pcarter@cs.ubc.ca](mailto:pcarter@cs.ubc.ca))  
Date: December 12, 2020  
Subject: Reference Request – Phoebe Wu

Dear Paul,

I hope this email finds you well. I was enrolled in your CPSC 210 class this semester and have frequently visited your office hours. I am currently searching for software development internships and would greatly appreciate it if you could be a reference for me as someone in the computer science field.

Your class has taught me the fundamentals of software construction and has strengthened my decision to go into the software development side of computer science. I am currently applying for the remote software engineering internship at Placeholders Inc. in Toronto. Under your expertise, I was able to successfully construct a project using techniques I was unaware of. As an expert in computer science, it would mean a lot to me if you could write a reference letter for this position.

Please let me know if you are willing to provide a reference letter for this position. I have attached my resume for reference to this email. If you have any questions or concerns, please feel free to contact me at [phoebe.aqwu@gmail.com](mailto:phoebe.aqwu@gmail.com).

Best Regards,

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Phoebe Wu