

123 Pender Street  
Vancouver, BC A1B 2C3

March 28, 2018

Russell Barns, Director of Revenue Management  
Westin Calgary  
320 4 Ave SW  
Calgary, AB T2P 2S6

Dear Russell,

Hope all is well with you and your team! I am in the process of applying for a software development co-op position at AbeBooks and would like to ask if you can be my reference.

Working with you at the Westin Calgary shaped me in becoming a result- driven, persistent, and motivated professional. All three qualifications are highly transferrable skills for this position that I am applying. I would really appreciate it if you can attest to my work ethics.

Attached is my most recent resume for your reference. The co-op position is for Fall 2018 and the application will be due in August. Please let me know if you would be my reference, or whether you need additional information at [yingyingwu@ubc.edu](mailto:yingyingwu@ubc.edu) or (604) 111-1111.

Thank you for your time.

Sincerely,

[Yingying Wu]

Yingying Wu

Enclosure: Resume

123 Pender Street  
Vancouver, BC A1B 2C3

March 28, 2018

Meredith Livingston, Director of Revenue Management  
W Fort Lauderdale  
401 N Fort Lauderdale Beach Blvd  
Fort Lauderdale, FL 33304, USA

Dear Meredith,

Hope all is well with you and your team! I am in the process of applying for a software development co-op position at AbeBooks and would like to ask if you can be my reference.

It was an honor to be working with you upon graduation. You taught me so much in leadership and working under stress. Both qualifications are highly transferrable skills for this position that I am applying. I would really appreciate it if you can attest to my leadership skills.

Attached is my most recent resume for your reference. The co-op position is for Fall 2018 and the application will be due in August. Please let me know if you would be my reference, or whether you need additional information at [yingyingwu@ubc.edu](mailto:yingyingwu@ubc.edu) or (604) 111-1111.

Thank you for your time.

Sincerely,

[Yingying Wu]

Yingying Wu

Enclosure: Resume

123 Pender Street  
Vancouver, BC A1B 2C3

March 28, 2018

Gregor Kiczales, Professor  
The University of British Columbia  
2329 West Mall  
Vancouver, BC V6T 1Z4

Dear Professor Gregor Kiczales,

I was a student in your CPSC110- Computation, Programs, and Programing class in Fall 2017. I really enjoyed your class and it inspired me to look into a career in computer science. I am in the process of applying for a software development co-op position at AbeBooks and would like to ask if you can be my reference.

CPSC110 helped me tremendously in understanding the different computation structures and provided hands-on experience on programing. Both qualifications are useful for this position that I am applying. I was also able to achieve an A+ in the class through my hard work. I would really appreciate it if you can attest to my dedication and achievement.

Attached is my most recent resume for your reference. The co-op position is for Fall 2018 and the application will be due in August. Please let me know if you would be my reference, or whether you need additional information at [yingyingwu@ubc.edu](mailto:yingyingwu@ubc.edu) or (604) 111-1111.

Thank you for your time.

Sincerely,

[Yingying Wu]

Yingying Wu

Enclosure: Resume