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| Joxi Kos |
| **Contact**89 Pacific AveSan Francisco, CA 65432 | x | **Dear Anu Parn:**I have applied for an entry-level position as a software engineer at Trey Research and am in need of a recommendation. I would be honored if you would write one for me. Your course, Algorithms and Data Structures, was one of my favorite classes in college.I have enclosed copies of my resume and transcripts for your review. You will see that I am graduating with a 3.98 GPA, and that I have been inducted into a number of honor societies that reward excellence in the areas of information technology. Along with these honors, I also have experience in computer programming from my summer internship at FlueroGen.If you feel that you are familiar enough with my education and skills to write a recommendation for me, please contact me by phone at (901) 555-0189 or by email at jozi@example.com. I will send you a stamped, self-addressed envelope in which to send your recommendation.Whatever your decision, please accept my sincere thanks for your time and consideration of my request.Sincerely,Joxi Kos |
| Anu ParnAssistant Dean of StudentsBellows College210 Stars AvenueBerkeley, CA 45678 |