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| Joxi Kos | | |
| **Contact** 89 Pacific Ave  San 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 Parn  Assistant Dean of Students  Bellows College  210 Stars Avenue  Berkeley, CA 45678 |