

**You**

I want to send an email to one of my university professors who is also my Personal academic tutor regarding references based on this message:I am still waiting for a reference from your professor, could you be so kind as to give him a nudge please, I sent it on the 8th of October.

**Copilot**

Got it. Here's a draft for you:

Subject: Reference Request Follow-Up

Dear Professor [Their Last Name],

I hope this message finds you well.

I am writing to follow up on the reference request I sent on October 8th. Unfortunately, I haven't received a response yet. Could you kindly remind the professor in question about my reference request?

Thank you very much for your assistance.

Best regards,

[Your Full Name]

How does that look? Feel free to tweak it to better suit your style.

**You**

I want to send an email to one of my university professors who is also my Personal academic tutor regarding references based on this message:I am still waiting for a reference from your professor, could you be so kind as to give him a nudge please, I sent it on the 8th of October.His name is Amr Abdullatif and I want to directly address to him, how can I make it sound polite and professional?

**Copilot**

Sure thing. Here's a polished draft for your email:

Subject: Reference Request Follow-Up

Dear Professor Abdullatif,

I hope this message finds you well.

I am writing to follow up on a reference request I sent on October 8th. As I haven't received a response yet, could you kindly remind the professor about my request?

Thank you very much for your assistance.

Best regards,

[Your Full Name]

Does this work for you? Feel free to tweak it as needed.

**You**

How can I adapt this as a Teams message for him then:

*Dear Amr Abdullatif,*

*I hope this message finds you well.*

I am writing to follow up on a reference request the hiring company sent on October 8th. I'm starting a part time job with the Bradford Children's and Families Trust and they would like your reference as part of the final stage of the application.

As they mentioned that they still haven't received a response yet, could you kindly respond to their request? Thank you very much for your assistance.

Best regards,  
Hasan Akhtar

## Copilot

Here's a version for Teams:

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Hi Professor Abdullatif,

I hope you're well.

I'm following up on a reference request sent by the hiring company on October 8th. I'm starting a part-time job with the Bradford Children's and Families Trust, and they need your reference for the final stage of my application. They mentioned they still haven't received a response. Could you kindly respond to their request?

Thanks a lot for your help!

Best regards,  
Hasan Akhtar

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How does that sound?

## You

i have my CV and a job description, can you generate me a user-friendly cover letter (Now Thursday, Oct 17):

### *JOB DESCRIPTION*

*Our culture believes in POWERING YOUR POTENTIAL.*

*We provide global opportunities to develop your career, make your community a better place and work with today's most innovative thinkers to solve the world's toughest problems.*

*We believe in flexibility for you to explore your passions while making an impact through meaningful work within our inclusive workforce.*

*That's what #LifeAtCummins is all about.*

*We are looking for an enthusiastic IT Business Analyst placement student to join our team specializing in Systems/Information Technology for our Components Business Segment in Huddersfield, UK.*

*During your placement with us, you will learn how a major global organization operates, gaining the tools and exposure you will need to become an expert in the industry and power your potential!*

*This role is available to candidates who qualify for a placement year and will commence 1st July 2025*

*It will also be 80% onsite so you will need to be able to travel or relocate to the location.*

### *EXTERNAL QUALIFICATIONS AND COMPETENCIES*

*In this role, you will make an impact in the following ways:*

*Analysis of business, user and stakeholder needs as well as eliciting and documenting requirements.*

*Supporting and improving IT and related business processes and supporting overall business reporting needs.*

*Help identify and design business IT solutions.*

*Leading small projects or initiatives from inception to completion utilizing structured project or business analysis methodologies.*

*Provide coordination of the global team with admin and operational support.*

*Day-to-day management of change control within critical IT systems and projects.*

## **ADDITIONAL RESPONSIBILITIES UNIQUE TO THIS POSITION**

*To be successful in this role you will need the following:*

*Studying towards a degree in IT, Computer Science, Project Management or Business – ideally there will be an IT related subject within your studies.*

*Be proactive in taking ownership of tasks and projects.*

*Effective communication skills given that the team is global.*

*The ability to learn, analyze and understand business and technical processes.*

### **Working at Cummins**

*At Cummins, we are dedicated to diversity in the workplace and our policy is to provide equal employment opportunities to all qualified persons without regard to race, gender, color, disability, national origin, age, religion, union affiliation, sexual orientation, veteran status, citizenship, gender identity, and/or expression or other status protected by law.*

*Closing Date – Monday 4th November*

### **Copilot**

Here's a draft cover letter tailored to the job description:

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#### **Hasan Akhtar**

[Your Address]

[City, Postal Code]

[Email Address]

[Phone Number]

[Date]

#### **Hiring Manager**

Cummins Inc.

[Company Address]

Huddersfield, UK

Dear Hiring Manager,

I am writing to express my enthusiasm for the IT Business Analyst placement student position at Cummins, as advertised. I am particularly drawn to the opportunity to contribute to and learn from a globally recognized company like Cummins. With my background in IT and my commitment to developing innovative solutions, I believe I am well-suited to this role.

As a student currently pursuing a degree in [Your Degree] at [Your University], with a focus on IT, Computer Science, Project Management, and Business, I have developed a strong foundation in technical and business processes. My academic experiences, coupled with my proactive attitude, have equipped me with the skills necessary to analyze business needs, document requirements, and support IT and business processes effectively.

During my studies, I have taken ownership of various projects, demonstrating my ability to lead initiatives from inception to completion. My ability to communicate effectively within a global team and my commitment to continuous learning make me confident in my ability to contribute to the Cummins team.

I am particularly excited about the opportunity to work onsite in Huddersfield, as it will allow me to immerse myself fully in the company culture and operations. I am prepared to relocate and contribute positively to the team from day one.

Thank you for considering my application. I look forward to the possibility of discussing how my background, skills, and enthusiasm can contribute to the success of Cummins. Please find my CV attached for your review.

Best regards,

Hasan Akhtar

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How does this look? Feel free to adjust any details to better fit your style.

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