Email prompt reflections

## Prompt

Draft a mail Asking letter of recommendation And our internship From an company but not specifying company name and keep general Make it Engaging precise and easy to understand, My keys trends are easy to adapt good problem solving and understanding Excellent collaborative work and can Breakdown a complex problem into a more approachable chunks Talking about song hard skills I'm good at coding know multiple programming languages And has worked as freelancer for automating and integrating Iot devices, tack it stap by stap

## Output

Subject: Internship and Letter of Recommendation Request - [Your Name]

Dear [Recipient Name/Hiring Manager/To Whom It May Concern],

I am writing to express my keen interest in a potential internship opportunity at your esteemed organization and to request a letter of recommendation. I am a highly motivated and adaptable individual with a strong foundation in [mention your field of study, e.g., Computer Science, Engineering, etc.] and a passion for [mention your area of interest within your field, e.g., software development, IoT, etc.].

During my academic career, I have consistently demonstrated an ability to quickly grasp new concepts and apply them effectively. I am a proficient problem-solver, adept at breaking down complex challenges into manageable components and developing practical solutions. I thrive in collaborative environments and possess excellent teamwork skills.

My technical skills include proficiency in multiple programming languages, and I have practical experience automating and integrating IoT devices through freelance work. This experience has allowed me to hone my skills in [mention specific skills gained, e.g., system integration, data analysis, etc.].

I am confident that my skills and enthusiasm align well with the type of work your organization undertakes. I am particularly drawn to [mention something specific that interests you about the company's work, if you know it, otherwise keep it general, e.g., your innovative approach to technology, your commitment to [industry value], etc.].

I have attached my resume for your review, which further details my qualifications and experience. I would be grateful for the opportunity to discuss how my skills can benefit your team. I am also requesting a letter of recommendation to support my application for future opportunities. Please let me know if this is something you would be able to provide, and if so, what information you would require from me.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

[Your Name] [Your Phone Number] [Your Email Address] [Your LinkedIn Profile URL (Optional)]

## Notes

List at least three ways that the output meets your needs:

* By specifying the specific needs about that company
* Asking to write my strengths
* Asking it to go step by step

List at least three ways that the output should be adjusted to better meet your needs:

* Giving Details like name, email address and address might have helped
* Asking for proper syntaxing
* More understanding of how Germany works might be useful