

Dear Recruiter:

I am writing to express my interest in your posting for a co-op student, as well as to explain how I may be useful for you. Please note I am only available for a 4-month position.

I feel that it is a risk to offer a position to an applicant, and as such, the applicant should reciprocate the gesture with productivity and a willingness to collaborate. That mindset should be genuine, which occurs when the applicant is eager to work for the organization. As I am greatly interested in this position, I would be grateful for the chance to work together and create a mutually beneficial relationship.

A position in this line of work requires certain skills which I believe I possess. I enjoy learning new things and solving problems in a comprehensive manner. Furthermore, I understand the importance of information when in a group, and thus I understand the role of good-natured communication in ensuring a task's success. I am flexible and adapt to new situations quickly and effectively. Finally, I am highly organized and I approach challenges with a systematic calmness and preciseness, so as to minimize mistakes.

In addition, I have a strong software-related background. I have been coding for four years in various applications and independent/team settings while always reflecting on the efficiency, clarity, and design of the programs. I am experienced in object-oriented and procedural programming, having used languages such as C, C++, Java, and Python. I am familiar with software concepts such as algorithms, dynamic programming, and recursion. I am also familiar with implementing data structures, such as trees, hash tables, and graphs. Finally, I have knowledge in Android, module, and web development.

Thank you for your time,

Yifan Ma

## Summary of Qualifications

- strong understanding of methods of software engineering such as feedback loops and blackbox/whitebox testing
- familiar in a variety of programming languages and styles (C, Python, Java, C++ etc.)
- adept at understanding a customer-oriented mindset from studying business ethics for competitions and from front-end volunteer work
- skilled at analyzing situations, solving problems, and being attentive to details
- highly organized and communicates well in a team
- quick and open-minded learner

## Relevant Experience

- Applied Innovation Intern**, RBC, Toronto, Ontario, August 2014
- maintained and showcased potentially useful technologies such as remote conferencing and Google Glass while researching new technologies to integrate into operations
- Technology Leader**, Shad Valley, St. John's, Newfoundland, July 2014
- worked with a group to design, create, and code (in Arduino/C) the Bonamat, which is a blanket which connects to a smart thermostat to automatically adjust temperature while sleeping

## Education

**Candidate for Bachelor of Software Engineering**, University of Waterloo, Waterloo, ON, September 2015-Present

- 3.84 GPA during 1A term

**Ontario Secondary School Diploma**, The Woodlands School, Mississauga, ON, September 2011-June 2015

### Relevant Projects:

- Employee Database, Grade 12 Computer Science, April 2014:
- created a pseudo-database in Java with hash tables, a GUI, and a user manual
- Cupcake Rider, Grade 11 Computer Science, May 2013:
- designed and programmed a simple sequential platforming game in Turing
- Doodlejump, 1A Software Engineering, October 2015:
- recreated the popular game on a Tiva Launchpad with a bitmap OLED screen

## Interests

- Android Application Development**, 2015-Present
- followed online tutorials for basic experience and created a very simple app
- HTML5/CSS**, 2014
- used library and Internet resources to understand the fundamentals
- Woodlands Computer Science Club Member**, 2012-15
- Philosophy**, 2014-15
- especially enjoyed Kant's ideas of the good will and the categorical imperative
- Woodlands Varsity Badminton Team Player**, 2014-15
- RCM Celebration Series Graduate for Piano**, 2011

## Awards

- Honour Standings in Math/Programming Contests**, Varied
- such as, but not limited to, CCC, ECOO, Pascal, Fermat
- Computer Science and Canadian Law Subject Awards**, The Woodlands School, 2014
- 3rd Place DECA ICDC**, DECA International, 2014
- COIN 4th Place**, CPA Ontario, 2015

## Volunteer Experience

- Prefects Member**, 2014-15
- school leadership club dedicated to charity work and school involvement
- Camp MooCheeBooChee Counselor Assistant**, June 2012, 2013