Application for Data Specialist Intern/Co-op – Summer 2025

To whom it may concern:

My name is Nina Chen and I am a first-year computer science student at the University of Waterloo. I am writing to express my interest in working as a data specialist intern at Manulife for my first co-op term in Summer 2025. Manulife's services are crucial in helping people make good financial choices, and I want to build projects that discover valuable insights for the company.

I believe that this position fits my skills and career goals. I have knowledge of creating and executing SQL queries, having worked on relevant assignments from online courses and even playing SQL-centered online games. I am also experienced in Python: I have made web apps with the language and it is my preferred language for technical interviews. I am eager to use my coding skills to make sense of significant amounts of data to empower business stakeholders in making informed decisions.

I am an effective communicator as evidenced by my role as an event coordinator for the UW Computer Science Club. I effectively use Microsoft Office and more technologies to work with a team to host engaging events. As a researcher for Tech+, which aims to promote diversity in the tech community, I collect, synthesize, and interpret data to make relevant real-world recommendations to guide the direction of the club. This has strengthened my abilities to analyze, communicate, and be self-directed and organized.

Additionally, I can effectively use Microsoft Office tools and constantly hone my written communication skills and presentation skills in my university life.

I look forward to discussing my application in more detail and thank you for your consideration.

Sincerely,

Nina Chen
(647) 763-7375
nina067312@gmail.com

Undergraduate Unofficial Transcript

Name: **Chen, Nina**
Student ID: **21127363**
Ontario Education Nbr: **117478362**

Beginning of Undergraduate Record

Fall 2024

Program: Computer Science, Honours, Co-operative Program
Level: 1A   Form Of Study: Enrolment

Course		Description	Attempted	Earned	Grade
COMMST	100	Interpersonal Communication	0.50	0.50	80
CS	135	Designing Functional Programs	0.50	0.50	93
MATH	135	Algebra for Honours Mathematics	0.50	0.50	98
MATH	137	Calculus 1 for Honours Mathematics	0.50	0.50	93
MTHEL	99	First-Year Mathematics Readiness	0.00	0.00	CR
Course Topic:		First year readiness			
PLAN	100	Urbanization Today: Introduction to Cities and Regions	0.50	0.50	89

			In GPA	Earned	
Term GPA		90.60 Term Totals	2.50	2.50	
Cumulative GPA		90.60 Cumulative Totals	2.50	2.50	

Winter 2025

Program: Computer Science, Honours, Co-operative Program
Level: 1B   Form Of Study: Enrolment

Course		Description	Attempted	Earned	Grade
CS	136	Elementary Algorithm Design and Data Abstraction			
CS	136L	Tools and Techniques for Software Development			
ENGL	119	Communications in Mathematics and Computer Science			
GEOG	181	Designing Effective Maps			
MATH	136	Linear Algebra 1 for Honours Mathematics			
MATH	138	Calculus 2 for Honours Mathematics			
PD	1	Career Fundamentals			

Milestones

Date Completed	Description	Status
09/16/2024	Workplace Hazardous Materials Information System	Completed

Scholarships and Awards

2025	PureFacts PureScholars Award in Mathematics
2025	University of Waterloo President's Scholarship of Distinction

Transfer Credits

Transfer Credit from IB-Milliken Mills High School
Applied Toward Computer Science HC Program

Course	Nbr	Description	Earned
CHEM	120	General Chemistry 1	0.50
CHEM	120L	General Chemistry Lab 1	0.25
CHEM	123	General Chemistry 2	0.50
CHEM	123L	General Chemistry Lab 2	0.25

End of Undergraduate Unofficial Transcript