

Dear Hiring Manager,

I am Computer Science Master's student at the Georgia Institute of Technology. I am very keen to work at Google and am writing to express my interest in the Research Intern role for the summer of 2024. With my diverse background in research, software engineering, teaching, and leadership, I am confident in my ability to bring valuable insights and contribute meaningfully to the goals of Google.

As a current Research Intern at the School of Interactive Computing at Georgia Tech, I have applied different Natural Language Processing techniques to analyze and extract insights from Reddit mental health datasets to investigate where LLM-based chatbots may be helpful or harmful in mental health contexts. This involved the use of data analysis tools such as Excel to review patterns and trends, while deriving meaningful insights from datasets. For this project, we were awarded the highly selective and competitive Microsoft Accelerate Foundations Models AI Academic Research Grant. Being the lead undergraduate research intern, I efficiently managed the allocation and utilization of resources to achieve our project goals. We were also awarded a 6-month extension to the grant term based on our exceptional performance. As part of this, I had the opportunity to collaborate with a multidisciplinary team of senior research students, while presenting to diverse stakeholders, including internal and external leadership. This experience has not only improved my analytical skills but has also further equipped me to utilize the power of data-driven strategies in addressing complex business challenges.

During my software engineering internship last summer, I developed a dashboard to organize key information that helped increase the efficiency of developers and by 70%. As part of this, I evaluated benefits and tradeoffs of different approaches, drove the product roadmap, and tracked key results over time. I also conceptualized and developed a new microsite using html/css and Wix, which was projected to increase average site visits by 5k per month. As part of this internship, I not only honed my technical skills such as Python programming, web development, and data analysis, but also worked extensively with tools including Jira, Confluence, Trello, InVision, etc. Collaborating with different stakeholders helped me develop an understanding of their requirements as I was able to translate the business needs into implementable technical solutions. I also gave multiple presentations before the executive leadership, my team, and the intern class, which helped me improve my leadership and communication skills.

Having been a Teaching Assistant for different Computer Science courses at my university, I have taught concepts such as algorithms, time complexity, induction, and recursion to large classes. This experience has enabled me to convey complex ideas to diverse audiences as I guide students and encourage their understanding of fundamental concepts. I have also led several group projects, successfully managing teams, facilitating collaboration, and delivering meaningful results. I am able to effectively break down complex, ambiguous problems and solve them through quantitative analysis and reasoning.

I believe that my personal values are aligned with Google's mission and with a strong analytical mindset and a drive for problem-solving, I am confident that I will be a valuable addition to Google. In case you have any questions or require further clarification regarding my qualifications, I will be happy to answer those via email or phone. Thank you for considering my application and I look forward to the opportunity of connecting soon.

Sincerely,  
Navya Khanna