**Sample Assignment**

**Job Description & Cover Letter**

**TripAdvisor Vacation Rentals Software Engineering Co-op**

TripAdvisor, the market leader in travel research, is seeking a talented Software Engineer Co-op for the Vacation Rentals team in its Boston office at North Station.

The Vacation Rentals team, a separate business unit within TripAdvisor, is building the next big product - making it easy for our customers to research and book vacation rental.

As a Software Engineering co-op, your work will encompass the key areas of execution for the Vacation Rentals business including building APIs, micro-services, web UIs, native apps, all on a PCI compliant platform. We move quickly, projects are short (in average 3 days), and you will ship features every day used by millions of people.

TripAdvisor is well known for having an extremely strong engineering organization; you will be working with the best and getting stuff done, in the fastest growing area of an incredibly profitable, growing, fun company.

**Qualifications**

* Working towards a BS or MS in Computer Science or equivalent
* Be available for co-op January 2017- June 2017
* You have a solid foundation in data structures, OO Design with rock-solid programming skills
* You have some hands-on knowledge of Linux, Java, JavaScript and related open source technologies such as Apache, Tomcat, and MySQL
* You have strong interpersonal skills, analytical skills, combined with intellectual curiosity. A desire and ability to "get things done" are essential requirements
* You want to work in a rapidly changing, collaborative, and iterative product development environment

See the sample Cover Letter below. Use it as a guide for what your Cover Letter needs to include for this assignment.

**SACHIN SHAH**

Your heading should match your resume heading

123 Street, City, ST 02468

[myname@northeastern.edu](mailto:myname@northeastern.edu) | 617-123-4567

The inside address should include the name, title and business of the company. If you know the name of the recruiter or HR individual, include it here.

Hiring Manager

Human Relations Department TripAdvisor LLC

400 First Ave

Needham, MA 02494

Use last name only in the greeting, also called a salutation, or title if name isn’t known.

Dear Hiring Manager:

I am writing to express my interest and apply for your job listing for a Software Engineer Co-op, which I found on Northeastern’s Co-op network. I am a diligent, self-motivated and analytical computer systems engineering graduate student at Northeastern University. I enjoy being challenged and working on projects that require me to work outside my comfort zone and knowledge set, while continuing to learn new languages and develop techniques that are important to gain more practical experience and add to the success of an organization.

As a computer systems engineer, My technical expertise includes cross-platform proficiency (Windows, Linux), strong foundation in programming languages (including C, C++, C#, Java, and SQL); and advanced knowledge of developer applications, tools, methodologies and best practices (including OOD, web-development using open source technologies like Apache Tomcat, Spring MVC) and engineering big-data systems. I have a strong interest in information technology and business applications. The professional experience as a mainframe developer at Accenture for one year, helped me explore the domain of the use of technology to attain business goals. As a proactive and enthusiastic developer, my tasks included analyzing functional business requirements and managing all facets of product development lifecycle which includes developing of COBOL/DB2 applications using JCLs/PROCs. My active listening skills helped in handling problems and taking improvement advice. I have been repeatedly recognized for developing innovative solutions and have received appreciation for proving credible work which resulted in leading heights of achieving targets.

TripAdvisor is well known for having an extremely strong engineering organization who believes working with the best and valuing perfection. This is what excites me about working at TripAdvisor. I have excellent time management skills that help me to define priorities and implement activities tailored to meet deadlines. I am eager to face the challenges to develop creative and innovative systems solution for TripAdvisor.

I look forward discussing about this opportunity further with you. You can contact me at 617-878-1234 or [shah.s@northeastern.edu.](mailto:%20shah.s@northeastern.edu.) Thank you for your time and consideration.

Include a closing.

Sincerely,

The body should contain your purpose, why you are writing, why you are qualified and your contact information

Sachin Shah

ENCLOSURE

Include a space for your signature before your typed name.