

# Job Application Package

## Advertisement/Application Instructions

### Software Developer Intern

at Konrad  
Toronto

### Konrad Group

Konrad Group is a next generation digital consultancy. We are dedicated to solving complex business problems for our global clients with creative and forward-thinking solutions. Our employees enjoy a culture built on innovation and a commitment to creating best-in-class digital products in use by hundreds of millions of consumers around the world. We hire exceptionally smart, analytical, and hard working people who are lifelong learners.

### Software Developer Intern

As a Software Developer Intern you'll be paired up with a mentor working on both the front end and back end of our web or mobile applications. Working within the software development team, your duties will require you to assist in the development of consumer and enterprise applications. This role is ideal for entry level developers who feel confident in their technical ability and want to contribute to and learn from the highly-skilled development team at Konrad Group for the duration of their internship.

### Responsibilities

- Write maintainable, testable, and performant software in collaboration with our world class team
- Participate in code review and performing extensive testing to ensure high quality software
- Research new technology and tools and share those findings with the team
- Communicate clearly and effectively with all members of our team

### Successful candidates will have

- Started and currently be enrolled in a Computer Science, Software Engineering, or similar program in a University or College
- Strong command of important core programming and computer science concepts
- Fundamental knowledge of core web principals (HTTP, browsers, the DOM, SSL, web servers)
- Good understanding & experience in HTML/CSS/JavaScript or native Android/iOS development

- Great interpersonal skills - we work very closely together as a team and require a lot of communication
- Proactive personality, and a desire to deliver your best work
- A love for improving software development workflows/process

### **Perks and Benefits**

- Flexible Vacation Policy
- Health & Wellness Programs
- Culture of Learning & Development
- Fully-Stocked Kitchens & Lounges
- New Shiny Device Upgrades
- Monthly Socials & Team Outings

The application instructions include providing personal information, a resume, and a cover letter.

### Works Cited

“Software Developer Intern at Konrad” *UBC Career Online*, 11 Dec. 2020, <https://ubc-csm.symplicity.com/students/app/jobs/detail/6f173535e0ba550c06fb33e6a9fc4245>

## Cover Letter

488 University Ave.,  
Toronto ON, L3W3N1

December 11, 2020

Konrad Group Recruiter  
Konrad Group  
469 King St. W, Fl. 2  
Toronto, ON M5V3M4

Dear Konrad Group Recruiter,

Please consider my application for a software developer intern position at Konrad Group, as advertised on UBC Careers online on November 25. I am currently a third year Bachelor of Computer Science student at the University of British Columbia and will be graduating in a year.

As shown in my enclosed resume, my experience at The Spike Lab as an operations intern provided me with an understanding of how to improve workflows and processes. Helping the company design their Notion platform, along with designing websites using HTML and CSS on my own time, gave me the technical skills required to design efficient and user-focused platforms. Writing protocols and performing empathy interviews has given me the ability to communicate clearly and effectively to team members. Since they were an international company, the platform and protocols drastically increased their efficiency in gaining students and onboarding new coaches.

Having completed courses in Ergonomics, Human Factors, and Cognitive Systems, I am well-equipped to research new tools and technologies and implement those ideas in coding a software system. Moreover, my experience in both hospital and hotel service settings have prepared me to practice empathy towards intended users or clients and work well with diverse groups.

With my healthcare background and my interests in arts and design, I am well-equipped to identify and solve complex user-focused design issues. Along with my developing technical background, I will be able to implement these solutions to assist in producing high quality software.

If my background meets your needs, please email me at [yuanashl@student.ubc.ca](mailto:yuanashl@student.ubc.ca) or call me on weekdays after 3:00pm at XXX-XXX-XXXX.

Sincerely,  
Ashley Yuan

Enclosed: Resume

**Ashley Blossom Yuan**  
488 University Ave.,  
Toronto, ON L3W3N1  
Phone: XXX-XXX-XXXX  
Email: yuanashl@student.ubc.ca

**Objective** Software engineer position, with the eventual goal of systems design engineering and product management.

**Education**

2020-present *University of British Columbia*  
Bachelor of Computer Science with a bridging module in Cognitive Systems and Commerce.

2016-2020 *University of Toronto*  
Bachelor of Kinesiology and Physical Education, May 2020.

**Employment**

Jul-Sep 2020 *The Spike Lab*  
Operations Intern

- Designed and implemented communications, open-scheduling, and task management protocols utilizing Lean methodology
- Redesigned databases for KPIs, Sales outcomes, Project and Task Repositories on Notion to improve user experience and data analysis

Jun-Aug 2018 *Nielsen Holdings*  
Data Analytics Intern

- Processed inventory and sales data for Costco, Sasa, and other wholesale companies using Microsoft Excel
- Researched and processed annual sales information from Costco for use in profit analysis

Jun-Aug 2017 *Cheng Hsin General Hospital*  
Physical Therapy Department

- Shadowed multiple physiotherapists who treated a wide variety of patients, ranging from elderly to those with traumatic brain injury
- Shadowed multiple physiotherapists who treated a wide variety of patients, ranging from elderly to those with traumatic brain injury

Jun-Jul 2015 *Regent Taipei Hotel*  
Concierge, Pastry Kitchen, Logo & Interior Design, Food & Beverages, Purchasing, Floral Design, Waitressing, Housekeeping Intern

- Serviced hotel customers by performing housekeeping, runner, and concierge services
- Proposed logo and interior design ideas for hotel's new steakhouse

- Participated in team meetings and assisted with development and design of pastry gift packages

## **Personal**

### *Skills*

- HTML, CSS
- R, SPSS, JASP
- Notion
- Adobe Creative Suite
- Microsoft Office Suite
- Proficient in Mandarin
- Basic Proficiency in French

### *Community Involvements*

#### Jan-May 2020 **Student Experience Mentor**

- Organized and held one-on-one sessions with the Chief Administrative Officer of the Faculty of Kinesiology at the University of Toronto.
- Involved in designing community spaces, faculty website, and communication systems for students

### *Awards*

- **R.Tait McKenzie Society** (2017-2020). Acknowledged for being in the top 10 of the class in the Faculty of Kinesiology
- **KPE Alumni Scholarship** (2020). Scholarship for achieving highest academic averaged based on a recognizable, full-time program in the year

### *Certifications*

- Osteoporosis Canada BoneFit Certified
- CPR/First Aid Certified

### *Interests*

Ergonomics, Photography, Design, Volleyball, Fitness, Nutrition, Cooking

**References** Available upon request.

## Reference Letters

488 University Ave.,  
Toronto ON, L3W3N1

December 11, 2020

Larry Liu  
The Spike Lab, Cofounder  
#55, Niehu New Century Building,  
Zhouzi Street,  
Taipei, Taiwan 104

Dear Larry,

I hope you are doing well. I am currently applying for internships in software engineering and I have come across a position for the Konrad Group, which specializes in product and technology design.

I had a wonderful experience as an Operations intern at the Spike Lab and I learned a lot about design-thinking and constructing digital platforms for the company. With my growing technical background, I would love to expand the knowledge The Spike Lab provided and take on a more technical role in product and service design. Since you supervised most of my work, would you please write a reference letter for this position?

Thank you so much for considering this request. I enclosed my resume and the job advertisement to this letter. Please contact me at [yuanashl@student.ubc.ca](mailto:yuanashl@student.ubc.ca) if you need more information about the position.

Sincerely,  
Ashley Yuan

Encl. Resume, Job Advertisement

488 University Ave.,  
Toronto ON, L3W3N1

December 11, 2020

Lynda van-Dreumel  
University of Toronto, Professor  
27 King's College Cir.,  
Toronto, Canada, ON M5S1R1

Dear Professor van-Dreumel,

I hope you are doing well. I am currently applying for an internship in software engineering and came across a position for the Konrad Group, which specializes in product and technology design.

I gained a lot from your Ergonomics course at the University of Toronto and our discussions about possible career paths in software ergonomics. Along with my growing background in computer science, I hope to apply the knowledge from your course to software design. Since you closely supervised my projects in your course, I am wondering if you would provide a reference for me for this position.

Thank you so much for considering this request. I enclosed my resume and the job advertisement to this letter if you need them. Please contact me at [yuanashl@student.ubc.ca](mailto:yuanashl@student.ubc.ca) if you need more information about the position.

Sincerely,  
Ashley Yuan

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488 University Ave.,  
Toronto ON, L3W3N1

December 11, 2020

Paul Handley  
University of Toronto, Chief Administrative Officer  
27 King's College Cir.,  
Toronto, Canada, ON M5S1R1

Dear Paul,

I hope you are doing well! I am currently applying for an internship in software engineering and came across a position for the Konrad Group, which specializes in product and technology design.

I had a great experience doing the mentorship program with you. You taught me a lot about the overall executive-level issues in a faculty as well as space, curriculum, and website design. Along with my current background in computer science, I hope to take this design-thinking knowledge and apply it to designing user-centered software. Since you have a good idea of my skillset, I was wondering if you would write a reference for this position?

Thank you so much for considering this request. If you happen to need the information, I enclosed my resume and the job advertisement. Please contact me at [yuanashl@student.ubc.ca](mailto:yuanashl@student.ubc.ca) if you need more information about the position.

Sincerely,  
Ashley Yuan

Encl. Resume, Job Advertisement