**Assignment 4:2 - Application Package**

**Table of Contents**

[**Job Posting**](#_e6thj6t5aq3e) **1**

[**Cover Letter**](#_hzzi4r9pvbv0) **3**

[**Resume**](#_c4cnsa2qhyja) **4**

[**Reference Letter Requests**](#_biumi3x6ihtu) **5**

# Job Posting

**Job Title** Junior Software Engineer - Location Flexible

**Company Description**

Dropbox is a leading global collaboration platform that's transforming the way people work together, from the smallest business to the largest enterprise. With more than 500 million registered users across more than 180 countries, our mission is to design a more enlightened way of working. From our headquarters in San Francisco to eight dedicated Studios and a worldwide team of employees who choose where they work best, our Virtual First approach is leading the way into the future of work.

**Team Description**

**Role Description**

Creating elegant products begins with lots of prototyping and iteration to explore the problem space. We care deeply about collaboration and feedback during the development process. It culminates in careful attention to edge cases and error handling, polished code, and great tests to ensure that we ship a reliable product that never compromises data integrity or security.

As a Junior Software Engineer, you will combine learning with immense impact. You will feel this impact from week one - yes, you will contribute code on your own during your first week!

Your development and success starts with our engineering on-boarding program, working closely with your dedicated mentor and engineering lead, as well as collaborating with experienced engineers across Dropbox. In addition, we have created many company-wide learning and development events and programs to help supplement your learning.

**Responsibilities**

As a Junior Software engineer, there are multiple types of roles and teams you may be a good fit for at Dropbox. Here are some examples of roles and teams that you can have an impact on:

Product Engineering- Build delightful full-stack user experiences that tackle real customer needs and help drive tons of revenue for Dropbox. As a product engineering intern you can expect to work across backend, API, desktop, mobile and web.

Infrastructure Engineering- Craft the building blocks that let us scale Dropbox to handle millions of concurrent connections, hundreds of billions of files, and hundreds of petabytes of data.

Analytics Engineering- Measure, optimize, and build one of the industry’s most advanced analytics platforms to derive insights from vast amounts of data. Our massive scale means you’ll work with more data than many other analytics firms combined.

Mobile Engineering- Craft the Dropbox client experience on mobile devices by learning and applying the ins and outs of iOS and Android SDK using Kotlin and Swift. You are also responsible for building the backend systems that power the mobile experiences and optimize the protocol between client and server for reliability, efficiency and speed.

Front End Engineering- Help keep our websites up and running by applying everything our application engineers do with the curiosity and interest in building fast, scalable, and responsive Dropbox experiences for the modern web, using technologies like Typescript, React, and Redux.

Site Reliability Engineering (SRE)- Build the software and automation that controls the hardware to run our products. Work with a team who lives on the boundary of software and hardware and develop a deep understanding of the inner workings of our products, our commitment to ensuring our products work well on real-world hardware in our data centers, and serve as the first line of defense when something goes wrong with our production infrastructure or services.

Security Engineering- People trust Dropbox to keep their data secure, and at Dropbox we rely on our security engineers to make our products safe. You are a software engineer with a deep interest in building software that is secure yet easy to use. Security engineers collaborate with product teams to secure our software, production infrastructure, website, desktop and mobile apps and our corporate infrastructure and devices.

**Minimum Qualifications**

0-2 years of full-time software development experience

Experience writing or shipping software as part of full-time work, college/bootcamp coursework, personal projects, internships, coding competitions or research

Available to start in August - December 2021

Passion for learning, solving problems, and challenging the status quo

Dropbox is an equal opportunity employer. We are a welcoming place for everyone, and we do our best to make sure all people feel supported and connected at work. A big part of that effort is our support for members and allies of internal groups like Asians at Dropbox, BlackDropboxers, Latinx, Pridebox (LGBTQ), Vets at Dropbox, Women at Dropbox, ATX Diversity (based in Austin, Texas) and the Dropbox Empowerment Network (based in Dublin, Ireland).

**Works Cited**

“LinkedIn Job Search: Find Us Jobs, Internships, Jobs near Me.” LinkedIn, https://www.linkedin.com/jobs/view/2812353253/?alternateChannel=search&amp;refId=G4uigTL%2BNwciLN%2B5z621cw%3D%3D&amp;trackingId=g6SjGOEoMSOq1T0svAP38w%3D%3D.

# Cover Letter

13784 104 Ave

Surrey, BC V3T 1W5

December 3rd, 2021

Recruiter

Dropbox

1800 Owens St

San Francisco, CA 94158

Dear Recruiter,

Please consider my application for the remote role of a Junior Software Engineer at DropBox as advertised on LinkedIn. I am a first year Integrated Computer Science (BCS) student at UBC, which is a second degree program aimed at those individuals wanting to transition into a career in technology. I was drawn into this specific posting due to the culture at Dropbox. It embraces mistakes and uses those as learning opportunities for employees to grow as individuals. Additionally, the use of state of the art collaboration tools and the opportunity to work with other leading tech firms was another exciting aspect to this position. My prior experience and current personal projects will help me become an excellent fit within the DropBox culture and will set me up for success.

From my enclosed resume, I worked for two years as a Support Worker for the Fraser Health Crisis Line. While I held that position, I developed my teamwork and leadership abilities. These skills are highly transferable and will help me thrive in a high pressure environment that is often seen in project based technical work. I am learning many of the fundamental programming concepts from my coursework. I think that when the position begins, I will have enough knowledge as a base to continue learning on the job. I also have been working independently on personal projects using tools that are used in current workplaces such as REACT. I have also spent 2 years working in a Cardiovascular Research lab where I developed attention to detail and critical thinking abilities. The ability to learn independently, and thrive in a team environment will help me in a Junior Software Engineering Role.

Thank you for taking the time to review my application for the Junior Software Engineer position role. My varied experience and current technical experience make me an excellent fit within the culture of DropBox and I look forward to speaking with you. I have attached my resume and can be contacted at (604)-555-5555 or via email at [dborrel@student.ubc.ca](mailto:dborrel@student.ubc.ca).

Sincerely,



Dave Borrel

Enclosure: Resume

# Resume

Dave Borrel

13784 104 Ave

Surrey, BC V3T 1W5

Phone: (604)-555-5555

Email: [dborrel@student.ubc.ca](mailto:dborrel@student.ubc.ca)

**Objective** Junior Software Engineer position with opportunity for future employment

**Education** Simon Fraser University, Burnaby, BC (2014-2019)

* Bachelor of Science in Biomedical Physiology

The University of British Columbia, Vancouver, BC (2021-Present)

* Bachelor of Computer Science

**Technical Skills**

* Working knowledge of C and JavaScript programming languages
* Working knowledge of REACT framework for web development

**Employment** Fraser Health Crisis Line (2019-2021)

* Assisted volunteers by answering inquiries, coaching, and debriefing difficult calls which resulted in increased volunteer confidence when answering the phone.
* Responsible for clinical decision making which involves summoning emergency intervention through the police, ambulance, or fire department.
* Scheduling volunteers and new trainees to ensure adequate coverage so that the crisis line can take as many calls throughout the day.

Undergraduate Research Assistant (2017-2019)

* Drafted manuscript for a study involving older adults in nursing which was published in a peer-review scientific journal in 2019.
* Presented original research findings in an undergraduate research conference to the faculty of Science.
* Wrote a beginner’s manual for other incoming undergraduate students who plan to use the heart rate variability analysis software in the lab.

**Projects** Miscellaneous Projects

* Used JavaScript and HTML/CSS to create a functioning Calculator
* Created a credit card checker using C

**References** Available on Request

# Reference Letter Requests

13784 104 Ave

Surrey, BC V3T 1W5

December 3rd, 2021

Thaddee Bergler, Program Manager

Options Community Services

9815 140th Street

Surrey, BC V3T 4M4

Subject: Reference Request

Dear Mr. Bergler,

I hope that you have been well since the last time that we spoke at the Crisis Line. I am writing to you to request a letter of reference for a Junior Software Engineer Position.

As you may know, I vacated my position with the intention of continuing my education and pursuing a career in technology. I am currently in the process of beginning my job search for a new position as a software developer. During my 2 years working as a Phone Room Support Worker, I gained many transferable skills that can help me work well within a team in the technology sector. Your guidance helped me develop my leadership abilities, critical thinking, and organizational skills which will be an asset to future employers. As the program manager of a critical social service, your reference would be an asset to my application.

If you would be comfortable with providing me a reference please let me know by December 3rd 2021, as that is the deadline for submitting my application. Please do not hesitate to contact me at (604)-555-5555 or email at dborrel@student.ubc.ca

Sincerely,



Dave Borrel

Enclosure: Resume and Cover Letter

13784 104 Ave

Surrey, BC V3T 1W5

December 3rd, 2021

Victoria Claydon, Associate Professor

Simon Fraser University

8888 University Drive

Burnaby, BC V5A 1S6

Subject: Reference Request

Dear Ms. Claydon,

I hope that you have been doing well since the last time that we spoke at the SFU Burnaby campus. I am writing to you in request of a letter of reference for a Junior Software Engineer Position.

I am currently pursuing a 2 year degree program in Computer Science and hope to find a career in technology. I am currently in the process of beginning my job search for a new position as a software developer. During my years working as a Research Assistant with the Cardiovascular Physiology Lab, I learned how to work independently, manage deadlines, present new-found data and communicate effectively. These are all transferable skills which will help me manage my own projects and coordinate with teammates in a professional programming environment. As an associate professor, your reference would be an excellent addition to my application.

If you would be comfortable with providing me a reference please let me know by December 3rd 2021, as that is the deadline for submitting my application. Please do not hesitate to contact me at (604)-555-5555 or email at dborrel@student.ubc.ca

Sincerely,



Dave Borrel

Enclosure: Resume and Cover Letter

13784 104 Ave

Surrey, BC V3T 1W5

December 3rd, 2021

Angela Flumerfelt, Program Coordinator

Friends of Simon Tutoring Project

8888 University Drive

Burnaby, BC V5A 1S6

Subject: Reference Request

Dear Ms. Flumerfelt,

I hope that you have been doing well since the last time that we spoke at the Friends of Simon Program. I am writing to you in request of a letter of reference for a Junior Software Engineer Position.

After working in social services for two years, I am now returning to school in order to pursue a second degree in Computer Science. I am currently in the process of beginning my job search for a new position as a software developer. During my role as a tutor I learned how to work within a team of 2-3 other tutors in order to help students learn as effectively as they could in the given time period. Additionally, there were many team building activities that I learned during this process which I think will make me an excellent team player in a software development environment. As a program coordinator of a successful tutoring program, your reference would make an excellent addition to my application.

If you would be comfortable with providing me a reference please let me know by December 3rd 2021, as that is the deadline for submitting my application. Please do not hesitate to contact me at (604)-555-5555 or email at dborrel@student.ubc.ca

Sincerely,



Dave Borrel

Enclosure: Resume and Cover Letter