UNIVERSITY OF WATERLOO
Faculty of Mathematics

Title of report

Company name
comp city, comp province

First Lastname
Current Term program/plan
ID student number
October 4, 2026

your street
your city, your province
your postal code

October 4, 2026

Supervisor's name
Supervisor's role
Company name
company street
comp city, comp province
comp postal code

Dear Supervisor's name,

As we agreed, I have prepared the enclosed report, "Title of report," for my Current Term work report and for the TEAM. This report, the NUMBER of four work reports that the Co-operative Education Program requires that I successfully complete as part of my BMath Co-op degree requirements, has not received academic credit.

ROLE IN COMPANY, BRIEF DESCRIPTION OF DUTIES, PURPOSE OF REPORT must be added in a paragraph

The Faculty of Mathematics requests that you evaluate this report for command of topic and technical content/analysis. Following your assessment, the report, together with your evaluation, will be submitted to the Math Undergrad Office for evaluation on campus by qualified work report markers. The combined marks determine whether the report will receive credit and whether it will be considered for an award. Thank you for your assistance in preparing this report.

INSERT SIGNATURE HERE

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Executive Summary

1.0 Introduction

2.0 Analysis

Must include text here

2.1 A subsection

Must include text here

2.1.1 A sub sub section



Figure 1: A screen grab of SpaceJam

3.0 Conclusions

The Conclusions section should be brief and should contain no new information. Conclusions should not make direct reference to sources, figures, or tables.

Each conclusion should follow logically from the facts and arguments presented in the Analysis section.

4.0 Recommendations

This section is optional because recommendations are not appropriate for all reports.

Recommendations are essentially speculative but should be brief and should follow logically from the conclusions. Include comments derived from experience that may improve future activities of the company.

References

Whenever possible, support statements with concrete, specific examples. If you refer to a published work, cite the reference in the text even if the reference is not a direct quotation. Include the author and year of publication.

I can never find where they state this but they want things in APA format.

Acknowledgments

You may wish to acknowledge people who helped you with your work report. For example, you may thank someone you interviewed or someone whose files you borrowed. Do so in the last paragraph of your letter or memo, or include a separate acknowledgments page where you thank each person and explain briefly how he or she helped.