August 24, 2009

Dear NDI Recruiter,

Hope this letter finds you well. I would like to start by introducing myself. I’m a Virginia born citizen and a recent graduate in computer science, with a background in motels. I am applying for the following position: Intern: Application Development, Technology Department.

Most of my web programming experience comes from a highly functional ~2000 line internet forum I had to create for class. It was programmed in a LAMP environment (including HTML/CSS). The forum included: a login, statistics tracking, searching, e-mail notifications, bbcode, a web feed, threaded replies, pagination, user hierarchy, and related user functions. It was exhaustive, but ended up being my favorite class. Everything was self-taught, the results were immediate, and it felt modern.

Since then, I’ve created a personal portfolio website. You can check the code out at <http://rahilpatel.com/source_code.php> (a5.zip under PHP). Hopefully by the time you read this cover letter, the forum will be live on my website (was on professor’s server). I’ve also fiddled with adobe Photoshop in the past, learning the basics. Now, I’m currently self-learning Java, since I was taught more C++.

I have a thrifty and giving personality. I plan to join the Peace Corps and help international charitable organizations. Joining the NDI would keep me happy and interested about my work.

Although I live in Hampton Roads, I plan to live and work in DC. Interviewing in DC is not a problem, as I have many friends residing there.

I am comfortable developing quality solutions, and confident that my knowledge, coding methods, and research behaviors will prove to be an asset to your organization. Detailed in my resume, you will see I have experience in other fields as well. Should you have any questions or concerns regarding my resume, please feel free to contact me anytime via e-mail or phone. Thank you for your time and consideration.

Sincerely,

Rahil Patel

(757) 630-7972

[Rahil627@gmail.com](mailto:Rahil627@gmail.com)

Intern: Application Development, Technology Department

Tracking Code

216859-851

Job Description

The National Democratic Institute (NDI) seeks an intern for 20-30 hours a week to assist in web administration and research/assist in software development projects for the Fall 2009 semester.

The intern will be a part of the Institute's Technology department in the Application Development division. The Application Development division is responsible for designing and developing technology tools and processes for NDI’s internal use as well as for technology-related programs around the world.   
  
Interns at NDI actively participate in making great programs happen. They are given substantive responsibilities and are expected to be professional contributors to the effort. Interns must be disciplined self-starters who can take assignments and run with them, occasionally under pressure. They also need to know when to seek guidance before proceeding.

Required Skills

* Assist with content development for new NDI portal, including gathering and organizing documents, document tagging and data entry;
* Assist in administrative tasks including backing up data, applying software patches and managing users on web applications;
* Assist in project implementation, testing and evaluation as necessary
* Update web pages using XHTML/HTML and CSS;
* Create basic web graphics using Fireworks and/or Photoshop;
* Provide technical assistance as needed for internal projects and technology programs.

Required Experience

* Generally pursuing an undergraduate or graduate degree in Information Technology and/or International Relations or Political Science;
* Proficiency XHTML/HTML and CSS;
* Experience with image editing programs such as Fireworks and Photoshop;
* Must be detail-oriented, organized and efficient;
* Ability to work independently and with others in a fast-paced office;
* Familiarity with JavaScript, PHP, ASP and/or ASP.NET scripting languages a big plus.

**Comments**

This is a paid internship. Interns are encouraged to attend workshops, lectures and other staff development events at NDI. Only those applicants under consideration will be contacted.

NDI is an Equal Opportunity Employer and does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, marital status or any other characteristic protected by law.

**Non-U.S. citizens applying for internships and entry level positions based in the U.S. must possess work authorization that does not require employer sponsorship.**

Job Location

Washington, DC, US.

Position Type

Full-Time/Regular