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03/13/2014  
  
US Citizenship and Immigration Services  
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To whom it may concern:

By way of introduction, I am an IT professional with a combined 2 and ½ years of experience in both intern and paid technical positions. I am also a recent graduate of Strayer University having earned my Master’s Degree in Information Systems with a GPA of 4.0.

Most recently, I wrapped up my Technical Consultant contract tasks with the USDA through BlackStone Technology Group. Currently I serve as a (volunteer) Business Analyst/Web Developerfor the Non-Profit Organization Hope One Source, as well as a volunteer Web Administrator for the Sikh Foundation of Virginia.

I am tremendously interested in the Management and Program Analyst position listed on USAJOBS.gov. Looking at the job requirements, I believe I can efficiently and effectively perform the duties in a team oriented, proactive manner. I work in a cooperative manner and have always put the mission first. For example, while working for Blackstone Technology Group, on a consistent basis, I met with our client (USDA) representing Blackstone Technology Group. I engaged the client to make sure their suggestions were implemented. I was personally responsible to present our final deliverables.

For your reference I am attaching my resume, which demonstrates that my qualifications thoroughly map to the tasks for this position. My goal is not to meet your expectations, but to exceed your expectations and therefore please consider my resume for this position. I am available to meet with you per your convenience and welcome to opportunity to discuss my qualifications in more detail.

Sincerely,

Signature (hard copy letter)

Shaan Taneja