VHA Washington DC VAMC  
Department of Veteran Affairs  
50 Irving Street NW  
Washington, DC  
20422

To whom it may concern,

I am an IT professional with a combined 2 and ½ years of experience in both intern and paid technical IT 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 task with the USDA through Blackstone Technology Group. Currently I serve as a (volunteer) Business Analyst/Web Developer for the Non-Profit Organization Hope One Source (www.hopeonesources.org), as well as a volunteer Web Administrator for the Sikh Foundation of Virginia.

I am tremendously interested in the Student Intern position listed on the USAJOBs.gov website (VHA-688-14-1083052-LT). Looking into the requirements for this position, 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 enrolled at Strayer University; I worked as a Student Intern (Pathways program) for the United States Government Printing Office. Since I was an intern I was tasked to take on multiple assignments, from creating an inventory database, developing/testing the Online Bookstore, and using Photoshop to edit the images that would go on to the Online Bookstore Site. Another example, while at the Sikh Foundation of Virginia, we had held an Affordable Healthcare Act outreach and sign-up event, my responsibilities include setting up machines (Laptops, PCs, speakers, projectors, and telephonic equipment), installing required software; verifying the machines were able to sniff the network to connect to wireless printers, and troubleshooting as required. 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,

Shaan Taneja