Don Davies

Silver Eagle DPM

General Dynamics Information Technology

14150 Newbrook Drive, Suite 300

Chantilly, VA 20151

Hello Mr. Davies,

I received this job opportunity information from my father who is an IT adjunct faculty at Northern Virginia Community College (NVCC) for the past 39 years. I am also a past NVCC student and I recently graduated from Strayer University having earned my Master’s Degree in Information Systems with a GPA of 4.0.

I am an IT professional with a combined 2 and ½ years of IT experience both as a paid as well as an intern. 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 have looked into the entry level positions you sent to Ms. Maria Rynn. I am very much interested in the Multimedia/Web Specialist position and also have some interest in the Customer Service/Help Desk Technician position. Looking at the job requirements, I believe I have the required experience. I can develop content (images, graphics, documents, charts) and publish it on any site. I can manage web sites’ content additions, deletions, changes; as well incorporate social media channels (Facebook and twitter). I am also well versed with techniques to conduct data mining, optimizing searches, as well as monitoring website traffic. In addition, I have regularly performed many of the job duties as required in the Customer Support/Help Desk Technician.

For your reference I am attaching my resume, which demonstrates that my qualifications thoroughly map to the tasks for this position. I work in a cooperative manner and have always put the mission first. 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 the opportunity to discuss my qualifications in more detail.

Sincerely,

Shaan Taneja