Government Printing Office

732 North Capitol Street, NW

HCO Room A-638

Washington, DC 20401

To whom it may concern:

This letter and the attached resume serves as my application for the Employee Communications Specialist position listed on USAJOBS.GOV (14-1164190-TM). I am a Technical Consultant and also a recent graduate having earned my Master’s Degree in Information Systems with a GPA of 4.0.

Currently, I am working as an associate technical consultant for the Opus Group, LLC, supporting various OPUS tasks. I am researching, gathering, validating, and publishing data both in written and visual forms into Citizen Service Center Solution 311 project. This is a citizens’ source of non-emergency related information. I am also assigned to a Google API project that publishes and communicates report showing user visit counts to selected web sites. Prior to Opus Group, I was a technical consultant on a contract task with the USDA.

Presently, I also serve as a volunteer for Non-Profit Organizations, Hope One Source ([www.hopeonesources.org](http://www.hopeonesources.org)) and Sikh Foundation of Virginia (www.sfova.org).

I am tremendously interested in this position. Looking at the job requirements, I believe I have the required background, education, and experience. As described in the resume, I am very familiar with researching, gathering, validating, publishing, and communicating techniques. I have published and communicated various organizational related information, news, alerts, policies, regulations, etc. If required, I can also develop content (images, graphics, documents, charts) and publish it on any web site. I can manage web sites’ content additions, deletions, changes; as well incorporate social media channels (Facebook and twitter). I have been doing this regularly to promote events of my church.

In addition, I am well familiar with USGPO as I have interned at GPO three times. I strongly believe that my experience earned at USGPO, consulting companies, as Financial Aid and Veterans’ Certifying official, and my education has prepared me well and made me ready to handle employee communications responsibilities and duties. I strongly feel I will be a good fit and a good addition to your team. 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

July 18, 2014