OCFO/DM-Human Resources Office  
5601 Sunnyside Avenue  
Beltsville, MD, 20705  
  
To whom it may concern:

This letter and attached resume serves as an application for the Information Technology Specialist listed on USAJOBS.GOV (AG-OC-2014-0112DE) 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 this Information Technology Specialist position. 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, for the Sikh Foundation of Virginia, I was one of the contributing developers for their website. I deleted, edited, and added content, wherever necessary. In some cases, like when we are planning to host a certain event, I create content, to promote that event, in hopes of drawing a large crowd. I would also take that content and promote it on our Facebook and Twitter accounts (since I manage both of them), once the event is complete, I would upload content including adding such media formats, like images, videos, audios, even uploading content from Microsoft Word, Excel and PowerPoint. Once I have made sure that the uploads were successful, I would go to the Twitter and Facebook accounts and let everyone know how the event went. I will also monitor the website to see how much traffic goes in and out on consistent bases, sometimes utilizing Google’s Analytics module (Using Drupal), which automatically calculates the traffic for me.

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,