

Dear Mrs. Scheetz,

I was so happy to come across your posting for the position of Technology Assistant for The Foster and Adoptive Care Coalition. I am finishing my PhD dissertation, but have ultimately decided not to continue pursuing academic research. This position caught my eye because I have an extensive background in Information Technology as my father and brother both work in professional capacities in this area, and I spent much of my childhood learning from my father. In fact, I was well known, not only in my department at Saint Louis University, but in other departments as well, as someone who was the "go-to" person when complicated equipment such as computers, microscopes, and lab equipment, were not working properly. As you will see in my resume, I have an extensive background with Microsoft applications as well as various statistical programs.

While I do not have personal experience with adoption and fostering, I do have a strong capacity for mentorship since I was responsible for training and guiding high school, undergraduate, graduate and medical students throughout my tenure as a graduate student. Before I went off to college, I tutored students in my high school as well as the surrounding community. Working with students of various backgrounds to learn subject material that did not come so easily to them humbled me as this was not an issue for me. In many respects, they taught me as I was teaching them. I know that I would find it extremely fulfilling to work for an organization that gives hope to children in the Saint Louis region. In fact, my former mentor now works in the non-profit sector so I have some familiarity with how non-profit organizations are run. Above all, I have a terrific sense of humor, and easy-going and independent, with a keen attention to detail. I believe that I can make a positive contribution to your organization and look forward to exchanging ideas regarding employment at Foster & Adoptive Care Coalition.

Sincerely,

Parag Bhatt