3631 Gunston Road

Alexandria, Virginia 22302

January 31, 2016

National Intelligence University

200 MacDill Boulevard

Washington DC 20340

To Whom It May Concern:

I am working toward my Doctor of Arts (DA) at George Mason University with Higher Education Administration as my knowledge area (i.e., focus). Within higher education, I have worked toward learning more about my interests of graduate students and campus internationalization. As part of my degree requirements, I must complete a higher education internship by fall (2016). Current job constraints will not allow me to fulfill the timelines requested for traditional internships (i.e., semester-based or working 30-40 hours/week). Instead, I would like to propose an unpaid, for-credit internship that might run from April 2016 to July/August 2016.

Presently, I work as an International Trade Specialist at the U. S. Department of Agriculture (USDA) Foreign Agricultural Service. I review and monitor grants of agricultural industry groups that need help exporting their products – a portfolio that totals more than $11 million. I have also worked at the Department of Defense – first as an Army Finance Officer, then as a civilian Financial Specialist – and will be returning to work at the Defense Intelligence Agency in February. Prior to joining USDA, I took time off from government service to teach English in Spain for a year. Over the years, I have been fortunate enough to live, work, study, and visit multiple other countries, and I hope to continue doing so in the future. Because of my educational interests, international experiences, and professional background, I can offer well-developed communication, research, analytical, and interpersonal skills. I am also highly proficient with Microsoft Office applications, very detail-oriented, and a self-starter. Working at the the NDIU would afford me an opportunity to learn more about the organization and how such a nonprofit association functions within higher education.

Thank you very much for taking the time to consider this request. I would appreciate the opportunity to discuss internship possibilities and can be contacted by phone (210-724-4371) or email (acastro8@masonlive.gmu.edu). I look forward to hearing from you soon.

Sincerely,

/signed/

Aracelie L. Castro

Doctor of Arts Student

Enclosure: Federal Resume