



OFFICE OF THE MAYOR

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Virg Bernero, Mayor

August 14, 2009

To Whom It May Concern:

It is my pleasure to recommend [Redacted] for any position or higher program which he has applied. I became acquainted with [Reda] as a mayoral intern in my office during the summer of 2009 through the recruitment of Michigan State University.

[Redact] education in public policy and grasp of public administration and economics enabled him to quickly comprehend many of the procedures and important matters that my office encounters. From routine administrative duties to specific policy disputes, [Reda] was able to effectively handle the day-to-day challenges within the office.

[Redact] assignments included composing correspondence, constituent services, mayoral appointments, and issue research. He made significant contributions to the office his dedication proved to be very valuable. He was very effective in constituent resolution, often making the appropriate decisions and referrals presenting outstanding customer service. [Reda] also provided research on several issues that were brought to the attention of our office for consideration. His critical thinking skills enabled him excel in all aspects of assignments.

While being efficient and thorough, [Reda] did not hesitate to seek clarification when necessary. His abilities as a motivated, organized worker and his approach to time management were among his attributes as well as his professionalism, reliability, and good humor. [Reda] was also able to communicate and interact effectively with the many contacts that our office came across.

I highly recommend [Reda] and am confident the he will exceed all expectations. If you have any questions, please feel free to contact me directly.

Sincerely,

Virg Bernero
Mayor of Lansing