

UNITED NATIONS



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REFERENCE:

1 December 2008

Dear Sir or Madam,

Mr. Michael Riegelman worked as a Staff Assistant in the Office of the Assistant Secretary-General/ Office of Operations in the Department of Peacekeeping Operations from June to December 2008. In this capacity, he performed a range of administrative and secretarial duties, contributing to the smooth functioning of the Assistant Secretary-General's front office. In particular, he was responsible for distributing incoming correspondence to appropriate recipients, and to track outgoing correspondence and other documents through DPKO's document registry system. He also contributed to making edits and corrections to outgoing documents as requested, often in collaboration with the various desks in the Office of Operations. In addition, Mr. Riegelman handled human resource-related tasks, such as compiling applications for vacant posts in the front office and organizing interviews.

Mr. Riegelman has performed his duties with professionalism and attention to detail. He displayed a very good sense of team work, and was always ready to help out where needed. We can recommend Mr. Riegelman without hesitation for any similar employment and wish him every success in his future endeavours.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Edmond Mulet', written over a horizontal line.

Edmond Mulet
Assistant Secretary-General
for Peacekeeping Operations