



PERMANENT REPRESENTATION OF THE REPUBLIC OF POLAND
TO THE EUROPEAN UNION

Brussels, 04.01.2012

Représentation Permanente de la République de Pologne
auprès de l'Union Européenne
Rue Stévin, 139
B-1000 Bruxelles

LETTER OF RECOMMENDATION

To Whom It May Concern:

I hereby confirm that Marcin Mycielski has worked in the Permanent Representation of the Republic of Poland to the European Union from January 1st until December 31st, 2011.

Being employed as part of the Presidency Task Force and as an Assistant in the Administration Section Marcin was charged with numerous duties. These included (but were not limited to):

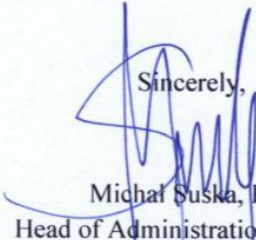
- acting as the Procurement Coordinator responsible for all purchases for the Permanent Representation,
- being responsible for all VAT exemption and reimbursement procedures for the Representation and its employees,
- coordinating the internships of Polish government officials in the Council of the EU before the Presidency,
- handling the logistics of meetings and events held in the premises of the Permanent Representation during the Presidency,
- coordinating the production, shipping and distribution of various promotional materials and gadgets for the Presidency, including some graphic design work,
- numerous other ad hoc tasks.

I would like to commend Marcin's work, as his performance in carrying out the above tasks was exemplary. He showed a deep commitment to his duties, often showing initiative and having a smart, creative and perfectionistic attitude towards the tasks he was given. He also integrated well with the Administration Section, adding real value to the group, being a good colleague and reliable team member.

I truly recommend Marcin for any position requiring good organisational and administrative skills, dedication, team spirit and an open mind.

If any further information is needed please do not hesitate to contact me.

Michał SUSKA
Head of Administration
of the Permanent Representation

Sincerely,

Michał Suska, PhD
Head of Administration Section