



CITY OF SAINT PAUL
Mayor Christopher B. Coleman

390 City Hall
15 West Kellogg Boulevard
Saint Paul, MN 55102

Telephone: 651-266-8510
Facsimile: 651-228-8513

May 19, 2011

To Whom It May Concern,

I am pleased to recommend Andrew Larson as a candidate for employment with your organization. Andrew served as an intern in my office and I am glad to write this letter on his behalf.

Andrew was involved in all areas of the office. Our interns are called upon to interact with various city departments and members of the public on a daily basis as they follow up on office contacts and monitor correspondence. Fellow staff members also look to them for support on their own projects as well. His success in the office was the result of thorough follow-up and prompt response to the tasks at hand.

Additionally, Andrew expressed interest in government relations and policy work. He took the lead on various projects including department performance measure reports, board and committee appointment audits and local government aid research. Andrew used his ability to think critically to access resources and information in a timely fashion. From his time in our office, he has gained greater customer service experience with helping draft basic communications as well as work in constituent correspondence.

Andrew is an intelligent young man with a bright future ahead of him. His potential as a local government employee gives me confidence that he will excel as a member of your staff. Please feel free to contact my office with any additional questions.

Sincerely,

Christopher B. Coleman
Mayor