

INTERNSHIP ORGANIZATION
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October 26, 2024

To Graduate Admissions Committee at Columbia University,

I am writing this letter to highly recommend Michael Osei for admission to your graduate program in International Relations. I had the pleasure of supervising Michael during his six-month internship at the United Nations Development Programme (UNDP) in Accra, where he worked as part of our team focused on sustainable development and capacity building in West Africa. Throughout his time with us, Michael consistently demonstrated his intellectual rigor, professionalism, and ability to collaborate across diverse teams, qualities that make him an outstanding candidate for Columbia's program.

From the very beginning, Michael distinguished himself with his quick grasp of complex policy issues and his proactive approach to problem-solving. One of his major contributions during his internship was his work on the Renewable Energy Initiative, which aimed to provide clean energy solutions to rural communities in Ghana. Michael was tasked with conducting research on renewable energy policies and synthesizing data from multiple sources to identify best practices for implementation. His ability to analyze large volumes of information and distill them into actionable insights was invaluable to our team. He not only produced high-quality reports, but his recommendations were instrumental in shaping the final policy proposals submitted to the Ministry of Energy.

Michael also exhibited exceptional project management skills. As part of a cross-functional team, he coordinated communication between different departments, external stakeholders, and our field offices in rural Ghana. This role required strong organizational skills and the ability to navigate complex political and logistical challenges. Michael's calm demeanor and diplomatic approach were crucial in resolving conflicts and ensuring the project stayed on track. In one instance, when there was a delay in the delivery of solar panels due to a miscommunication between suppliers and local government officials, Michael took the initiative to mediate the situation and facilitated a swift resolution, ensuring the project's timely completion.

What impressed me most about Michael was his capacity for leadership. He naturally stepped into leadership roles whenever the situation demanded it, whether that meant leading a team meeting, presenting at a stakeholder conference, or training new interns. He is not only confident in his own abilities but also deeply invested in empowering those around him. During his time at the UNDP, he mentored junior interns, helping them navigate their assignments and adjust to the fast-paced work environment. His mentorship was highly appreciated, and his team-building efforts created a positive and collaborative work culture.

Beyond his technical skills and leadership abilities, Michael demonstrated a genuine commitment to social impact and sustainable development. He is driven by a strong sense of purpose, and his passion for creating lasting change was evident in every project he worked on. He approached his work with empathy, always considering the human impact of policy decisions, which is a quality I believe will serve him well as he continues his studies and future career in international relations.

In conclusion, Michael's combination of intellectual capability, leadership, and passion for social justice make him an ideal candidate for your program. His performance at the UNDP far exceeded my expectations, and I am confident that he will bring the same level of excellence and dedication to his graduate studies at Columbia University. I give him my highest recommendation.

Sincerely,

Signature

First and Last Name
Project Manager
United Nations Development Programme (UNDP) – Ghana