

## Letter of Recommendation

My name is Nicoleta Racolta and I am the executive director of the Cluj Napoca Volunteer Center. The Cluj-Napoca Volunteer Centre is one of the active organizations that support the development of volunteering in our local community (Cluj-Napoca) and our country. Our organization promotes volunteering as a means of involving citizens in solving out the problems of the local community as well as a personal development process for the volunteers themselves. Through the services offered and the projects implemented, we are offering support to individuals interested in becoming volunteers (in understanding the concept of volunteering and finding the volunteering opportunity that fits them best) as well as to professionals from other NGOs in developing a structured system for volunteer management in their organizations and increasing the quality of their work with volunteers.

I write this letter of recommendation with the greatest pleasure, since I consider Wolfgang to be one of the best volunteers the centre had. He worked with us from February to June 2007 on a regular basis.

I had the pleasure to collaborate with Wolf on some of our most important projects: an international youth exchange between Romania and Germany, the National Volunteer Week, promotional activities for our organisation and the creation of a volunteer database. During the time of our collaboration he has shown exceptional personal qualities and professional skills. We immediately came to appreciate him as a responsible, forceful, sensible and very active member of our team.

First and foremost, I was impressed by his clear vision of the necessary strategy for the development of the international exchange program, including the tools he proposed to achieve the program's objectives. Wolf created the visual identity of the program: He designed the posters for the recruitment of volunteers and the working materials. He coordinated the recruitment campaign, contacted and kept the contact with the main institutional sources of German speaking volunteers in Cluj-Napoca: The German Cultural Institute, schools and universities with a German track and the like. Besides this, he managed the contact with our volunteers as well as with our partner organisations in Germany. Within the program, Wolf demonstrated that he is a person with high intellectual capabilities – and not only that – which are necessary to master such a complex task.

Another important task Wolf accomplished during his internship is the creation of a database with the volunteers recruited and placed in 2006. This instrument will serve as an evaluation tool for the annual reports of the organisation and will be used to collect data about the volunteers in the future. But what probably impressed me the most was his excellent relationship with the members of our team. This exemplifies not only his high capability to integrate in teams of various kinds, but also his skills to communicate in a precise and convincing way. To the same extent, I would also like to assure you of his excellent capability to achieve concrete tasks that will remain visible for many years and will remind people of his work for a long time to come.

I highly recommend Wolf for his seriousness, reliability and assertiveness with which he approaches the tasks assigned to him as well as for his forthright and positive nature, his entrepreneurial spirit, his openness and warmth in personal relationships and for the enthusiasm and efficiency which he accords all his activities.

For further information please do not hesitate to contact me.

With best regards,

Nicoleta Racolta  
Executive Director

