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Geneva, 15 February 2022

Transcript of Grades

This is to certify that the below participant has successfully completed UNITAR's **United Nations Internship Preparation Programme**, implemented online from 17 January – 13 February 2022. The programme's total workload was 40-45 hours, and it was entirely delivered in the English language.

王天予 Wang Tianyu Female 12/21/2001 Southwest Jiaotong University

A fail is given when the participant has not met the programme's objectives. The participant missed to attend all activities, to show enough effort and achievement in both academic and social sense.

A pass is given when the participant has met the objectives and reached the expected outcomes. The participant has completed the whole training programme, submitted projects in due time and showed sufficient understanding of each theme.

A merit is awarded when the participant has fully participated in the course, both in the academic and social sense. The participant has contributed actively to the programme and submitted the required projects to a panel of international judges in high quality.

A distinction is awarded when a participant has taken a leading role in the course, demonstrating impeccable English skills and submitting projects of the highest quality. This is a special award for outstanding performance and an encouragement to others.

Online Assessments	Distinction
Individual Project	Distinction
CV and Cover Letter	Distinction
Overall Grade	Distinction

Yours sincerely,




Julian Caletti

Division for Multilateral Diplomacy

United Nations Institute for Training and Research (UNITAR)

7 bis, Avenue de la Paix, CH-1202 Geneva 2, Switzerland

Office: +41 229178530 Cell Phone: +41 794860769

julian.caletti@unitar.org | www.unitar.org | www.learnatunitar.org

Geneva, 15 February 2022

Subject: Recommendation Letter for Ms. Wang Tianyu

Dear Sir/Madam,

I am pleased to recommend Ms. Wang Tianyu for the position of *Administrative Assistant* at the *United Nations Office at Geneva*. Ms. Wang has been working for me as an *Administrative Assistant* since *2019* at the *United Nations Office at Geneva*. During her time with me, she has demonstrated a high level of professionalism, reliability, and dedication to her work.

Ms. Wang has a strong background in administrative support, including managing office operations, coordinating meetings, and handling correspondence. She is a highly organized and detail-oriented individual who consistently meets deadlines and maintains a high standard of work. Her excellent communication skills and ability to work independently make her a valuable asset to any team.

I believe Ms. Wang's skills and experience make her an ideal candidate for the position of *Administrative Assistant* at the *United Nations Office at Geneva*. I am confident that she will continue to excel in this role and contribute significantly to the success of your organization.

I am happy to provide any further information or references you may require. Please do not hesitate to contact me at *0041 22 917 9191* or *unitar@unitar.org*. Thank you for considering Ms. Wang for this position.

Sincerely,
[Signature]
[Name]
[Title]
[Address]
[City, Country, Postal Code]

unitar@unitar.org | www.unitar.org | www.un.org/training

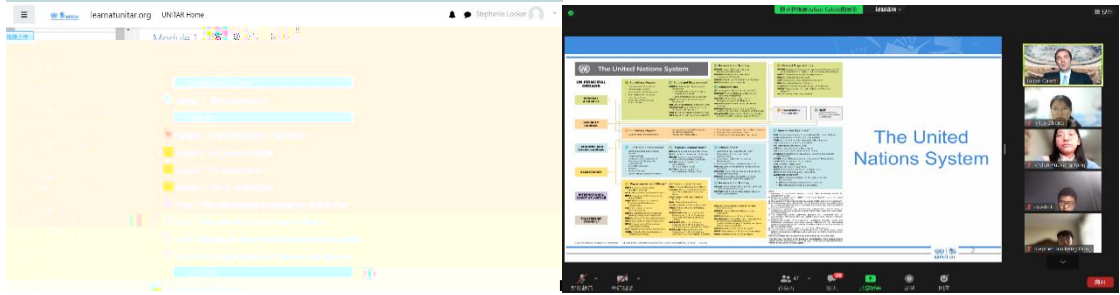
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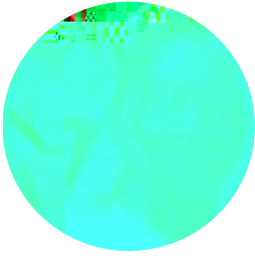
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