



Re: _____
Applicant's Name

Dear Colleague:

The person identified above has applied to the CDC Epidemiology Elective Program at the Centers for Disease Control and Prevention (CDC) and indicated that you will be writing a letter of recommendation for their application. The Epidemiology Elective is a 6–8 week training program for fourth year medical and veterinary students. The program provides an introduction to public health, preventive medicine, and the principles of applied epidemiology.

Enclosed is a list of items we would like for you to address in your letter. We would appreciate a frank and objective evaluation of the applicant.

For this person to be considered for the Epidemiology Elective Program, your recommendation letter must be uploaded via the link in the email received from EpiElecApplication@cdc.gov before the deadline for the semester that the student is applying to:

Fall Semester (June–December) - March 30, 2016

Spring Semester (January–May) - May 30, 2016

Your prompt response will be greatly appreciated.

Sincerely yours,

Larry Cohen, MD, MPH
CDC Epidemiology Elective Program
Epidemiology Workforce Branch
Division of Scientific Education and Professional Development
Center for Surveillance, Epidemiology, and Laboratory Services
Centers for Disease Control and Prevention
1600 Clifton Road, NE
Mailstop E-92
Atlanta, GA 30329-4027 USA

Enclosure

Recommendation Letter for Applicant to the CDC Epidemiology Elective Program

In your letter of recommendation, please

1. Indicate your relationship to the applicant (e.g., employer, supervisor, teacher, dean, faculty advisor).
2. Indicate the period of time you were associated with the applicant.
3. Include comments and examples in response to the following questions that draw upon your interactions with the applicant:
 - What are the applicant’s major areas of interest in the medical or veterinary field?
 - Can the applicant clearly express thoughts orally and in writing?
 - To what extent is the applicant:
 - Intellectually curious and resourceful?
 - A rational decision maker?
 - Tactful and constructive in personal interactions?
 - Respectful of others (e.g., peers, support staff)?
 - Self-directed and independent, yet willing and able to work as part of team?
 - Able to work under pressure?
 - Willing to take the initiative when appropriate?
4. Indicate whether you would be willing to employ or re-employ the applicant if you had an opening requiring the general professional level and profession of the applicant. If yes, in what capacity? If no, please give reasons.

Fill out, Sign and scan the letter of recommendation and save the letter as a PDF file on your computer.

Click on the link provided in the system generated email to upload the recommendation letter by the respective deadline:

Fall Semester (June–December) - March 30, 2016
Spring Semester (January–May) - May 30, 2016

You will receive a system generated email from EpiElectiveApplication@cdc.gov indicating that the upload was successful.