



RE: _____
(Applicant Name)

Dear Colleague:

The person named above has applied to the Public Health Informatics Fellowship Program (PHIFP) at the Centers for Disease Control and Prevention and indicated that you will be writing a letter of recommendation for his or her application. PHIFP is a 2-year, post-graduate fellowship for information and computer science professionals interested in the practical application of informatics to a wide range of contemporary public health problems. PHIFP fellows participate in a variety of activities designed to develop their competency in three main areas—informatics, communication, and professionalism.

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.

Submission

For this person to be considered for PHIFP, you must upload your letter of recommendation by November 29, 2015. You will receive electronic notification of receipt. Applicants may check receipt through the online application but they will not be able to see the content of the letter. No exceptions will be granted to applicants if recommendation letters are not received by the deadline.

Click the link provided in the email from PHIFPapplication@cdc.gov to upload your recommendation letter.

Sincerely,

Herman Tolentino, MD
Lead, Informatics Workforce Development Team (IWDT)
Centers for Disease Control and Prevention
1600 Clifton Road, NE
Mailstop E-92
Atlanta, GA 30329-4027 USA

Enclosure

Letters of Recommendation for Applicants to the PHIFP

In your letter of recommendation, please include:

1. Your relationship to the applicant (e.g., employer, supervisor, teacher, dean, faculty advisor).
2. The period of time you were associated with the applicant;
3. 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 public health informatics?
 - Does the applicant take pride in his or her work?
 - 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, constituents)?
 - 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. Would you 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 explain.

Please upload your letter of recommendation early. No exceptions will be granted to applicants if recommendation letters are not received by the November 29, 2015, deadline.