



Re: _____
Applicant's Name

Dear Colleague:

The person identified above has applied to the Epidemiology Elective Program for Senior Medical and Veterinary Students 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 4th 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 postmarked by _____. Your prompt response will be greatly appreciated.

Sincerely yours,

Larry Cohen, MD, MPH
Epidemiology Elective Program for Senior Medical and Veterinary Students
Career Development Division
Office of Workforce and Career Development
Centers for Disease Control and Prevention
1600 Clifton Road, NE
Mailstop E-92
Atlanta, GA 30333 USA

Enclosure

Recommendation Letter for Applicant to the Epidemiology Elective Program for Senior Medical and Veterinary Students

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.

Mail signed letter to:

Epidemiology Elective Program
ATTN: Epidemiology Elective program coordinator
Career Development Division
Office of Workforce and Career Development
Centers for Disease Control and Prevention
1600 Clifton Road, NE
Mailstop E-92
Atlanta, GA, 30333 USA