



Re: _____
Applicant's Name

Dear Colleague:

The individual identified above is applying for *The CDC Experience* Applied Epidemiology Fellowship, a one year fellowship in applied epidemiology at the Centers for Disease Control and Prevention (CDC), and has listed you as a reference.

The *CDC Experience* is designed for medical students who have completed their second or third year of medical school. Training and work assignments provide opportunities for fellows to perform epidemiologic analyses and research, design public health interventions, and participate in field experiences. Lack of previous public health experience is not a barrier to acceptance. We are looking for individuals who will be able to make the most of the activities and goals of the fellowship.

As a reference, your frank and objective evaluation of the applicant's strengths, weaknesses, and suitability for this fellowship will play an important part in the selection process. To assist us in the review process, we ask that you address the following items in your letter of recommendation:

1. Indicate your name, title, organization, how long you have known the applicant, and in what capacity (e.g., employer, supervisor, teacher, or faculty advisor).
2. Please comment on why the student is appropriate for this fellowship and include examples that draw on your interactions with the applicant.
3. For the following six categories, please rate the applicant in comparison with others at a similar stage in their professional development, using the following scale:

5 = Best I Know 4 = Top 5% 3 = Top 20% 2 = Top 50% 1 = Below 50% U = Unable to Assess

Applicant's Abilities and Skills	Your Ranking
Quantitative skills	
Analytic thinking	
Written communications	
Oral communications	
Interpersonal and team skills	
Initiative	

4. If you are the Dean of Student Affairs, in your reference letter, we would appreciate the following:
 - Your verification that the student is in good academic standing
 - Notification that the institution supports his/her spending a year away from medical school for this fellowship
 - Your comments on features that distinguish this student from others in his or her class
5. Please provide any additional comments on strengths and weaknesses you feel would be helpful in the selection process.

For the individual named above to be considered for the fellowship, your signed letter of reference must be postmarked by December 2, 2011.

Please submit to
The CDC Experience Applied Epidemiology Fellowship
ATTN: Virginia Watson, MA
Centers for Disease Control and Prevention
1600 Clifton Road, MS E-92
Atlanta, GA 30333

Thank you for your assistance. If you have any questions, contact *The CDC Experience* program coordinator, at 404-498-6151 or the website at <http://www.cdc.gov/CDCExperienceFellowship>.

Sincerely,

Denise Koo, MD, MPH, Director
Scientific Education and Professional Development Program Office
Centers for Disease Control and Prevention
1600 Clifton Road, NE, Mailstop E-92
Atlanta, GA 30333 USA