

**Subject: Instructions for Letter of Recommendation for the  
CDC Steven M. Teutsch Prevention Effectiveness Fellowship**

One of your colleagues has applied for the CDC Steven M. Teutsch Prevention Effectiveness Fellowship at the Centers for Disease Control and Prevention (CDC) and has listed you as a reference. This intensive two-year research and service post-doctoral fellowship was established in 1995 to address an on-going demand in the field of public health for quantitative policy analysis, health economics-based inquiry, and integrative health services research through the recruitment, internal placement, and professional development of critical research resources. At the CDC, prevention effectiveness research includes the use of econometric, decision, simulation, and operations analysis and modeling to understand determinants of health, morbidity, mortality, health inequalities, healthcare use, and expenditures.

As a reference, your frank and objective evaluation of the applicant's abilities and potential for future career growth in public health will play an important part in the selection process. To assist in the review process, please address the items below 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) you have known the applicant.
2. Provide comments on the applicant's strengths or weaknesses that you believe will be helpful in the selection process.
3. Provide insight into the applicant's proficiency in applying the theories and tools of health economics, policy analysis, and health services research to compelling research questions.
4. Include comments and examples in response to the following questions that draw upon your interaction with the applicant:
  - What are the applicant's major areas of interest in the public health 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 a team, able to work under pressure, and willing to take the initiative when appropriate?

To expedite processing, you may scan and e-mail your signed letter to the fellowship coordinator at [vku4@cdc.gov](mailto:vku4@cdc.gov) but your original signed letter of recommendation, on official organization letterhead, must be postmarked by **January 13, 2012**. We strongly advise mailing your letter as early as possible, to account for possible processing delays. Please mail the letter to the following address:

CDC Steven M. Teutsch Prevention Effectiveness Fellowship  
Centers for Disease Control and Prevention  
1600 Clifton Road, NE  
Mailstop E-92  
Atlanta, GA 30333 USA

Thank you for your assistance. If you have any questions, please call the Fellowship coordinator at 404-498-6324.