



Re: _____
Applicant's Name

Dear Colleague:

The person identified 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/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.

The applicant must be able to submit your letter in a sealed envelope along with the other required supporting documents.

Your prompt response will facilitate processing the application and will be most helpful as we prepare for PHIFP interviews and selections.

Sincerely yours,

Herman Tolentino, MD
Director, PHIF Program
Centers for Disease Control and Prevention
1600 Clifton Road, NE
Mailstop E-92
Atlanta, GA 30333 USA

Enclosure

Letters of Recommendation for Applicants to the PHIFP Program

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 remember to sign your letter and provide it in a sealed envelope to the applicant.