DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Centers for Disease Control
and Prevention

RE: _____
(Applicant Name)

Dear Colleague:

The person identified above has applied to the Laboratory Leadership Service (LLS) at the Centers for Disease Control and Prevention and indicated that you will be writing a letter of recommendation for his/her application packet. LLS is a 2-year, post-graduate fellowship for health professionals interested in the practical application of laboratory methods to a wide range of contemporary public health problems. LLS fellows participate in a variety of activities designed to develop their competency in four main areas—biosafety, quality management systems, management, and leadership.

The attached document contains 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 LLS, your letter of recommendation must be electronically received by August 15, 2016. All letters should be written in English, on letterhead, signed, and dated within six months of application. Uploaded letters 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 supporting materials are not received by the deadline.

Click on the link provided in the system generated email to upload the recommendation letter.

Sincerely yours,

Xin Liu, PhD
Lead, Laboratory Leadership Service
Centers for Disease Control and Prevention (CDC)
1600 Clifton Road MS E-92
Atlanta, GA 30329-4027 USA

Enclosure

Letters of Recommendation for Applicants to the LLS Program

In your NARRATIVE STATEMENT, 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 public health laboratory field?
    - 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. 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.