



Dear Colleague,

_____ has applied to the Epidemic Intelligence Service (EIS) at the Centers for Disease Control and Prevention, and indicated that you will be writing a letter of recommendation for them. For this person to be considered for EIS, your letter of recommendation must be received electronically **by 11:59pm (ET) on May 22, 2019.**

EIS is a 2-year, post-graduate fellowship in which health professionals and doctoral-level scientists develop competency in applied epidemiology, communication, and professionalism while addressing a wide range of front-line public health problems. More information about this fellowship can be found at www.cdc.gov/eis.

Please ensure your letter includes responses to the items listed on the enclosed document and is a frank and objective evaluation of the applicant. Additionally, your letter should be:

- Written in English,
- Placed on official letterhead,
- Signed, and
- Dated within six months of application submission.

Submission: Click on the link below to upload your recommendation letter and complete the submission process. Please note that while applicants may check receipt of their letters in the online application system, they will not be able to see the content of the letters.

<LOR link>

<Note from applicant>

Thank you in advance for your thoughtful and thorough review of the applicant and for observing the submission deadline of **11:59pm (ET) on May 22, 2019.** No exceptions will be granted to applicants if supporting materials, including letters of recommendation, are not received by the deadline.

Sincerely yours,

Epidemic Intelligence Service
eis@cdc.gov



Epidemic Intelligence Service

Enclosure



Letters of Recommendation for Applicants to the Epidemic Intelligence Service

In your narrative, please describe:

- What is your relationship to the applicant (e.g., employer, supervisor, teacher, dean, faculty advisor)?
- How long have you known the applicant?
- Do you think the applicant is qualified for the EIS fellowship? Why or why not?
- What are the applicant's strengths?
- What are the applicant's weaknesses?
- To what extent is the applicant:
 - Intellectually curious and resourceful?
 - A rational decision maker?
 - Able to clearly express thoughts orally and in writing?
 - 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 and remain calm under pressure?
 - Willing to take the initiative when appropriate?
 - A seeker of constructive criticism and willing to incorporate feedback?
- Do you have any concerns or reservations regarding the applicant?
- If you had the opportunity, would you hire this applicant? If no, please give reasons.
- How would you rate the applicant's overall performance on a scale from 1 to 10?