



Re: _____
Applicant's Name

Dear Colleague:

The person identified above has applied for a position in the Public Health Prevention Service (PHPS) at the Centers for Disease Control and Prevention (CDC) and has listed you as a reference. PHPS is a 3-year program of on-the-job training and service. It is designed for persons at the master's level who are interested in a career as a program manager in public health.

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 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. For each of the following six areas, please comment on the applicant's abilities and skills by using examples that draw on your interactions with the applicant. Please use 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	
Analytical thinking (program management or applied epidemiology)	
Written communications	
Oral communications	
Interpersonal and team skills	
Productivity	

3. Please provide any additional comments on strengths or weaknesses that you feel would be helpful in the selection process. Failure to provide a quantitative score in the areas listed above might result in a lower score for the applicant.
4. Sign the letter and submit to the address below. The letter must be received by February 27, 2009.

Public Health Prevention Service
Centers for Disease Control and Prevention
1600 Clifton Rd., NE, Mailstop E-92
Atlanta, GA 30333

Thank you for your assistance. If you have any questions, please call the PHPS Program at 404-498-6120.

Sincerely,

Cindi Melanson, MPH, CHES
Director, Public Health Prevention Service (PHPS)
Centers for Disease Control and Prevention
1600 Clifton Rd., NE, Mailstop E-92
Atlanta, GA 30333