



## Letter of Recommendation Instructions

Re: Applicant Name: \_\_\_\_\_

Dear Colleague:

The applicant identified above has applied to the CDC-Hubert Global Health Fellowship at the Centers for Disease Control and Prevention (CDC) and indicated that you will be writing a letter of recommendation for their application. The CDC-Hubert Global Health Fellowship is a 6—12 week program for medical and veterinary students. The fellowship is designed to encourage students to think of public health in a global context by providing public health experience in an international setting. Applicants must be in their third or fourth year in medical or veterinary school, and must have health insurance coverage for the duration of the fellowship.

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.

For this student to be considered for the CDC-Hubert Global Health Fellowship, your recommendation letter must be uploaded by the date shown in the request email. Your prompt response will be greatly appreciated.

Sincerely,

Kelly Cordeira, MPH  
CDC-Hubert Global Health Fellowship  
Epidemiology Workforce Branch  
Division of Scientific Education and Professional Development  
Center for Surveillance, Epidemiology and Laboratory Services  
Office of Public Health Scientific Services

**Centers for Disease Control and Prevention (CDC)**  
1600 Clifton Road MS E92 | Atlanta, GA 30333  
[HubertFellowship@cdcfoundation.org](mailto:HubertFellowship@cdcfoundation.org)

Enclosure



## Recommendation Letter for the Applicant

In your letter of recommendation, 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 medical or veterinary 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?
    - 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.

**Fill out, sign, and scan the letter of recommendation. Save the letter as a PDF file on your computer.**

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

**You will receive a system generated email from [HubertFellowshipApplication@cdc.gov](mailto:HubertFellowshipApplication@cdc.gov) indicating that the upload was successful.**

