



Centers for Disease Control
and Prevention (CDC)
Atlanta GA 30329-4027

Instructions for Letter of Recommendation for the CDC Steven M. Teutsch Prevention Effectiveness Fellowship

One of your colleagues has applied for the CDC Steven M. Teutsch Prevention Effectiveness Fellowship at the Centers for Disease Control and Prevention (CDC) and has listed you as a reference. This intensive two-year research and service post-doctoral fellowship was established in 1995 to address an on-going demand in the field of public health for quantitative policy analysis, health economics-based inquiry, and integrative health services research through the recruitment, internal placement, and professional development of critical research resources. At the CDC, prevention effectiveness research includes the use of econometric, decision, simulation, and operations analysis and modeling to understand determinants of health, morbidity, mortality, health inequalities, healthcare use, and expenditures.

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 in the review process, please address the items below in your letter of recommendation:

1. Provide your name, title, and organization.
2. Indicate your relationship to the applicant (e.g., employer, supervisor, teacher, dean, faculty advisor).
3. Indicate the period of time you were associated with the applicant.
4. Provide comments on the applicant's strengths or weaknesses that you believe will be helpful in the selection process.
5. Provide insight into the applicant's proficiency in applying the theories and tools of health economics, policy analysis, and health services research to compelling research questions.
6. 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.
7. Include comments and examples in response to the following questions that draw upon your interaction with the applicant:
 - What are the applicant's major areas of interest in the public health field?
 - Does the applicant take pride in his/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)?
 - 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?

To complete your letter of recommendation, print on official letterhead, sign, scan if necessary, and save as a PDF document. Use the following submission instructions to upload the letter to your colleague's PEF online application. Please note the deadlines indicated.

Submission:

For your colleague to be considered for the Prevention Effectiveness Fellowship, your letter of recommendation must be uploaded by **January 27, 2017 (11:59 p.m., ET)**. You will or should have received an email from PEF@cdc.gov containing the necessary link and instructions to upload your recommendation letter. Once uploaded, you will receive electronic notification of receipt. Applicants may check receipt through the application but they will not be able to see the content of your letter. No exceptions will be granted to applicants if letters are not received by the deadline.

Sincerely yours,

Adam G. Skelton, PhD, MPH

Lead, CDC Steven M. Teutsch Prevention Effectiveness Fellowship

Centers for Disease Control and Prevention

Thank you for your assistance. If you have any questions, please call the Fellowship coordinator at 404-498-6159.