



Re: \_\_\_\_\_  
Applicant's Name

Dear Colleague:

The person identified above 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 his/her application packet. EIS is a 2-year, post-graduate fellowship for health professionals interested in the practical application of epidemiologic methods to a wide range of contemporary public health problems. EIS officers participate in a variety of activities designed to develop their competency in three main areas—epidemiologic processes, communication, and professionalism.

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.

**Submission**

For this person to be considered for EIS, your letter of recommendation must be either electronically received or postmarked by August 15, 2014. Interoffice mail is not recommended for CDC staff because there is no date stamp. E-mailed letters will receive electronic notification of receipt; applicants may check receipt through the online application. No exceptions will be granted to applicants if supporting materials are not received by the deadline.

Sincerely yours,

Diana M. Bensyl, PhD, MA, FACE  
CAPT, USPHS  
Acting Chief, Epidemic Intelligence Service  
Centers for Disease Control and Prevention  
1600 Clifton Road, NE  
Mailstop E-92  
Atlanta, GA 30333 USA

Enclosure

## **Letters of Recommendation for Applicants to the EIS Program**

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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 medical or public health 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.
5. Submission  
**E-mail (preferred delivery):**
  - [EIS@cdc.gov](mailto:EIS@cdc.gov)
  - **Subject line:** EIS Application Reference Letter <applicant name>
  - **File name:** <applicant Lname, Fname>\_Reference2015EISapp.pdf
  - Must have a signature
  - Must be a PDF file

**Mail:**

Epidemic Intelligence Service  
ATTN: EIS Application  
Centers for Disease Control and Prevention  
1600 Clifton Road, NE  
Mailstop E-92  
Atlanta, GA 30333 USA