



Summer 2022 Graduate Student Epidemiology Program

Guidance for letter of recommendation writers:

Based on what you know about the [Graduate Student Epidemiology Program \(GSEP\)](#) and this student's skills, aspirations, and drive, why would this program be a great fit? Consider the student's potential to grow and thrive in this fully virtual internship with the combination of jurisdictional Title V work experience and a robust, self-guided enrichment curriculum. Please also address their potential to contribute to the field of maternal and child health (MCH) epidemiology.

Keep your letter to one (1) page and submit in either of the acceptable document formats (.docx or .pdf). The student will not be able to read your letter but will be able to check and see that your letter has been submitted in advance of the application deadline (11:59pm EST on March 1, 2022). Reviewers will be asked to consider your letter when scoring applications and making student selection recommendations.

Steps to upload letter of recommendation:

1. You will receive an email from the Graduate Student Epidemiology Program (no-reply@webportalapp.com) after a student applicant adds you as a recommender. Please check your junk email if you do not receive this email in your inbox. The email will include the name of the student who requested a letter of recommendation and a direct link where you can upload your letter.

Letter of Recommendation Request for Graduate Student Epidemiology Program



Graduate Student Epidemiology Program <no-reply@webportalapp.com>
to me ▾

You have received a request to complete a letter of recommendation for

Student Name.

Please click the link below to upload your letter of recommendation.

https://webportalapp.com/sp/collaborator_input/amchp_student/169320/34317306/afe1fa7d7fe514187865

If you have any questions or issues, please email mleahy@amchp.org.



2. After clicking on the link in the email, you will be directed to a webpage where you can directly upload the letter of recommendation. Please upload your letter in an acceptable document format (.docx or .pdf). In the “Record Title” field, please enter the name of the student for whom you are submitting a letter of recommendation. When finished, click the blue “Submit” button in the lower right.



Letter of Recommendation

Please upload your letter of recommendation and click **Submit** at the bottom of the page. In the “Record Title” field, please enter the name of the student your letter of recommendation is for.

Letter of Recommendation Upload

Record Title

3. Once you have submitted your letter of recommendation, you will see the following screen which confirms successful upload of the letter.



Letter of Recommendation

Your response has been submitted. Thank you.

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