

## Emory University Preventive Medicine Residency Program Application Checklist

Send all materials (except for the letters of reference and official transcripts) in one email to the Program Coordinator, Mary Davis (mary.davis@emory.edu)

- Current CV which should include at a minimum the following information:
  - Current city and contact information
  - Military obligations
  - Citizenship and U.S. work eligibility status
  - Education (include names of undergraduate and postgraduate institutions, years of attendance, and respective degrees)
  - Residencies and other postgraduate training (include specialty fields, institutions, and months/years of training)
  - Employment (include position, institution, and months/years of employment)
  - Honors and awards (include name, conferring institution / organization, and date)
  - Publications in institutional technical publications or professional journals (include these in citation format)
  - Presentations in institutional settings or major scientific meetings
  
- A personal statement (PDF or Word doc) that covers your interest in public health and preventive medicine (including relevant work or experiences), and your career plans or goals as a result of training received in the Emory Preventive Residency Program. Please limit your statement to a maximum of 2 pages.
  
- Certificate(s), letter(s), or verification form(s), attesting to your successful completion of an internship (or preliminary) year, and residency(ies) in a clinical specialty
  
- Passage of all USMLE Step examinations is required and official USMLE results are required
  
- Certificate from the Educational Commission for Foreign Medical Graduates (if applicable)
  
- Official transcripts from undergraduate, medical, and other graduate schools (unofficial versions may be used as placeholders until the institution sends official copies)

□ Three letters of recommendation, one of which MUST be from your most recent residency program director. We require residents to waive their right to view the letters. We request that letters be sent directly from the writer to the Emory Preventive Medicine Program Coordinator (mary.davis@emory.edu) from the writer's institutional email address and on the writer's institutional letterhead. Recommendation letters sent from personal emails will need to be forwarded from institution accounts before they can be accepted. The letters at a minimum must address the following:

- The writer's relationship to the applicant as a contextual basis for the letter of recommendation
- An assessment of the applicant's integrity, professionalism, and technical competencies in medicine and health care
- Perceptions regarding the applicant's match to and career potential in the specialty of preventive medicine