

INSTRUCTIONS - PLEASE READ

Letters of support requirements

- a. Senior: required - 1 internal or external letter (submit at least 2 names)
- b. Distinguished: 1 external and 1 internal letter (submit at least 2 internal names and 2 external names)
- c. Eminent: 2 external letters and 1 internal letter (submit 4 external names and 2 internal names)

Internal letters may be from any other Emory faculty member whom you have a close clinical working relationship with and can speak to your areas of contribution.

External letters are from faculty or other individuals outside Emory whom you have a close clinical working relationship with and can speak to your areas of contribution.

Template
Internal and External Evaluators
John Smith, MD
Division of Pulmonology

(Put evaluators' names in alphabetical order in each group. Below is an example of the order of the evaluators, as well as format samples for the entries.)

Mary W. Staley, MD
Associate Professor of Medicine
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Dr. Staley serves as the Director of Pulmonary Hypertension and as the Medical Director of the Medical Intensive Care Unit at Someplace Hospital. I have worked with her on a referral basis for over 10 years.