

TO: All Graduate Students on the 2009 Job Market  
FROM: Claudia Goldin and Lawrence F. Katz, Placement Directors  
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RE: Composing Your CV (and other matters)

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You will need a CV for the Job Market. You will post it on your webpage and you will send it out with your job market paper. It is your “calling card.” How do you create one?

A CV “template” (in Word) has been posted on the graduate student webpage <http://www.economics.harvard.edu/jobmarket/cvandwebpages>. It is a guide. Other than the first 15 or so lines (up to and including “Graduate Studies”), which *must* be followed, you can tailor the basic CV. Most of you will want to follow the guide and fill in the “template.” Even though one size fits most, it does not fit all. Here are some ways you might want to tailor the basic CV.

- If you have a graduate degree in a field other than economics, you will want to add some additional lines. The previous employment section will have to be tailored for some.
- Personal information (e.g., marital status, age) is optional and is generally omitted.
- Most economics CVs include “Teaching and Research Fields,” but there are options.
  - A “field” is generally one you could take for your orals (e.g., Labor, Public Finance Development, Economic History). It must be recognizable by most economists as a teaching and research field. Do not make your field so general that it has no meaning (e.g., Empirical Economics, Economic Theory). Do not make it so narrow that a prospective employer will not recognize it as a legitimate teaching and research field.
  - The order in which you list your fields matters. The first listed should be your major field and your advisors should reflect that. You can have just one field or you can have three. But more is not necessarily better.
  - Specialized fields (e.g., Economics of Education, Health Economics, Experimental Economics), in most cases, can be listed under the heading “Secondary Fields” (the other would be “Primary Fields”). Alternatively, you can list “Research Fields” and “Teaching Fields” separately.
  - Whatever you do, do *not* list a specialized topic (e.g., Marriage and the Family, Social Capital, Dynamic Programming) as a field.
- Your references can be listed with or without indicating whether they are on your dissertation committee. Use short addresses; e-mail addresses and phone numbers matter most. If all references have the same general address (e.g., 02138), just list one address.

Do not use fonts that are small (nothing less than 10 points should be used). You can create a CV for your own personal use, but the one that we will post must follow our guide to the extent listed above and be in a font large enough to be read by most on the hiring side.

*Practice Interviews:* We will be doing Practice Interviews with faculty probably in mid-December. If you are on the non-academic market or want to practice with non-economists, the Office of Career Services offers mock interviews to GSAS students. You can call 617-495-2595 (after August 2) and schedule a mock interview. OCS notes that the appointments are one hour, one per student is allowed per academic year, and a CV is needed 24 hours in advance. There is also an interviewing workshop, though the date has not yet been posted.