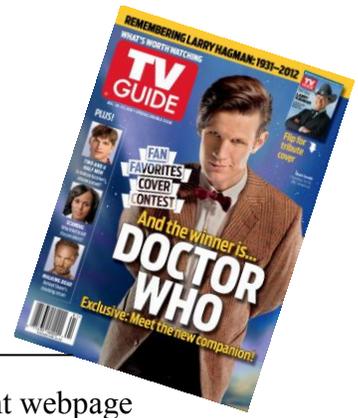


# CV GUIDE



A CV is your calling card on the Job Market. Here's how to create yours.

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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 it. 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 the important items to consider as you create your CV (listed in the order on the CV) and a few ways you might want to tailor the basic CV.

- **Personal Information** (age, marital status): Optional and generally omitted, except that citizenship may be important.
- **Undergraduate and Graduate Studies:** If you have a graduate degree in a field other than economics, you will want to add some lines. Your references can be ordered alphabetically or not and may be listed with or without indicating whether they are on your dissertation committee (although all may be). Use short addresses: e-mail addresses and phone numbers matter most. If all references have the same general address (e.g., Harvard University), just list one address. Do not waste space on the addresses of your references.
- **Teaching and Research Fields:** Most economics CVs include both “Teaching and Research Fields,” but there are options since non-academic jobs do not generally require teaching.
  - (1) A “field” is usually one you could take for your orals (e.g., Labor; Public Finance Development; Asset Pricing; 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. See (3) for exceptions.
  - (2) The order in which you list your fields matters. The first 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.
  - (3) Specialized fields (e.g., Economics of Education; Health Economics; Experimental Economics; Strategy) can be listed under “Secondary Fields” (the other would be “Primary Fields”). Alternatively, you can list “Research Fields” and “Teaching Fields” separately. If you are applying to a business or other professional school (e.g., education, policy, law schools), then specialized fields could be the primary fields.
  - (4) Whatever you do, do *not* list a highly specialized topic (e.g., Marriage and the Family, Social Capital, Dynamic Programming) as a field.
- **Research Experience and Other Employment; Honors; Professional Activities, etc.:** List only prior employments and honors received after college unless the earlier ones are spectacular (e.g., Olympic Gold Medal in gymnastics). The prior employment section will have to be tailored for some. *No padding*. Padding reduces the importance of your real achievements.

- **Publications; Research Papers; Working Papers:**

- (1) What papers should you list? Certainly list your JMP (and list it as such), published papers and completed working papers you are willing to talk about in an interview. You can list in progress papers that are sufficiently developed that you can discuss them intelligently if asked and for which you can write a brief abstract.
- (2) How much should you list? Do not err on either side. Do not list papers for which there is nothing but an idea. But do list enough to look as if you can obtain your PhD by summer 2017.
- (3) *Abstracts are crucial* for your JMP, working papers, published papers (should you have any) and papers in progress. An abstract is about 200 words, although it can be shorter or a bit longer. It must be a clear, concise (without references) and non-technical summary of your work. It should be understandable by any intelligent economist, even those outside your field. It should *not* be your introduction or your conclusion verbatim.

**General Considerations:** 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 you and 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.

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