1. **The all-important job market paper.**
   - Concentrate on writing a good paper – that is what you can control!
     - Create and crystallize the main point of your paper early on.
   - Carefully read “The Ten Most Important Rules of Writing Your Job Market Paper”

2. **Your CV and how to write it. Your web-page and how to construct it.**
   - Your CV and web-page should be professional; they are your calling cards. You should use the templates on our website [http://economics.harvard.edu/pages/job-market-information](http://economics.harvard.edu/pages/job-market-information) (read the instructions) for the Department CV packet.
   - What are “fields”?  
     - Determine now with your advisors what field(s) you will fit in. Consider branding to broader fields.
   - How many references do you need?  
     - At least three; can have four. Teaching References are often used especially for BSchools
   - The CV for the Oct. 20 Department Meeting must be given to Brenda by **Tuesday, October 13**. You will have several more days after the meeting to submit the final draft.

3. **Your advisors**
   - When to see them: as soon as you have something to talk about, which should be NOW
     - August 15: Date to confirm committee
   - What to talk with them about: whether they think you are ready and other matters
   - What to expect of them: reference letters; guidance on your paper, seminar, and where to apply for jobs.

4. **Jobs**
   - What do you want (e.g., academic, B-schools, policy schools, non-academic, consulting, industry, government, international; geographic and personal constraints)
   - What do you think is reasonable and what do my advisors think is reasonable.

5. **What does the Placement Committee do?**
   - We advise you on the logistics of the Job Market and help you be as professional as you possibly can.
   - From early November to late December we will be contacted by prospective employers.
   - Coordinate faculty paragraphs for Oct. 20 Department Meeting.

6. **Resources and other issues**
   - Summer Writing Workshop: July 20 – July 24
   - Presentation/Interviewing Consulting (Dale DeLetis)
   - [Job Market Webpage](#)
   - The AEA Meetings in San Francisco, CA  
     - Registration and housing opens mid-September  
     - Harvard University Cocktail Reception; January 3rd at 6:00pm (location TBD)