- General points
  - Looking for a non-academic job is EXHAUSTING. You fill out and submit your resume at hundreds of positions, most of which never get back to you or are a constant stream of rejection emails.
  - The process is very foreign to most graduate students. Understanding job titles, job descriptions, qualifications, etc. is VERY confusing and every sector uses different terminologies. Each sector may also have its own job platform. It is 100% worth it to find someone in the industry you are looking into who is willing to answer these simple questions.
  - Unlike the econ job market, the non-academic market is not centralized and is a continuous process. This is true even for firms like Amazon – while they hire primarily through the AEAs, they will still have positions on an ongoing basis. This means that, unlike EJM, you need to 1) be on a constant lookout for job postings and 2) talk to people continuously. It's as much about networking as it is about timing. It's not uncommon for jobs to be posted and then filled in less than a month. And people have their own lives – you may have talked to someone a month or two ago and they will "keep you in mind," but don't assume they'll keep you updated about new positions (or even know about them) or remember to recommend you within the firm if a new position is posted.
  - YOU ARE NOT SPECIAL! I learned the hard way that the Harvard name does not in fact guarantee anything. In fact, you are less desirable because 1) you have no (or very little) work experience and 2) you are from Harvard and, in their view, not actually interested. Networking is super, super important, but here the Harvard name helps: Harvard has a very wide network and people are usually willing to talk to you.
- Job search through connections
  - How:
    - Cold email to ask for informational call
    - If at the time of call, there are postings you're interested in, ask about it
    - If not, in the future when you apply, send an email to notify that you've applied and express interest
  - Who:
    - Harvard PhD placements list: https://economics.harvard.edu/placement
    - Larry Katz's placements list (nice because it also lists people's CURRENT positions): https://scholar.harvard.edu/files/lkatz/files/lk_students_table.pdf
    - Ask your advisors!!! Particularly for policy positions, they can put you in touch with people.
    - If interested in a specific company, use LinkedIn: go to company page -> people -> filter by where they studied. Some will be PhD, MBA, undergrad, etc. but it's a Harvard connection
    - If you still can't find someone, try to find an Economics PhD at the company. Worst case they don't respond, but many are happy to help a fellow econ PhD on the market
    - Email 1-2 people at a time. If they don't respond, email another 1-2 people. DO NOT SPAM: if word gets around, you are guaranteed 0 responses.
- Cover letter:
  - Should be COMPLETELY different from your academic cover letter
    - 2-3 sentences max on your JMP
    - 1-2 sentences on your other research

        - Don't just summarize, write how it's relevant. This could be subject matter, some technical skill, or just that you can undertake a large project
        - For policy-oriented positions, if you have a less well-identified but policy relevant paper, highlight it. A common concern is that Econ PhDs are obsessed with rigor and identification, but in policy research, researchers often have to sacrifice identification in pursuit of the "big question." They like to see that you know how to make this sacrifice and are willing to.
    - Spend a lot of time (your time, not in the cover letter) thinking about how to convey interest
        - If it's in your field, great, say so
        - Connect the firm's mission with something personal
            - Example 1: (from my husband, whose company does online notarizations) "As someone who struggled to get a last minute notarization through my bank, your company's product really resonated with me"
            - Example 2: (from someone who works in education policy) "I observed through my volunteer activities XX problems that students face within the public school system. As a result, your group's research/work on XX really resonated with me."
            - Other ways to make it personal: direct interactions (such as volunteer activity, teaching, …), learning about a specific topic in a field course, etc.
    - Make the case for why you would be a good fit
        - Summarize experiences that highlight ability to communicate clearly and to a wide audience (through writing or speaking)
        - If a research-oriented position, highlight flexibility in interests. They want to see that you have potentially fundable ideas and aren't coming in with a very specific agenda
        - To pivot from a less relevant background: "While my background is in XX, I am really excited about the position. My skills in XX would be a good fit because…"
- Thank you email etiquette
    - Different industries and companies have different expectations
    - I, personally, would err on the side of caution and always send one, but keep it short so the person can reasonably ignore it if they want to
    - Good chance to follow up on your meeting if there was something to follow up on
- Last thoughts: A LOT goes on behind the scenes of a job opening. Sometimes they are looking for someone in a very specific field (even if the posting doesn't say so). Sometimes it is an internal hire or they have someone in mind and the posting is just a formality. Sometimes circumstances change ($$ doesn't come through, position is no longer needed, etc.) and the position no longer exists but the company forgot to take down the ad. Don't get discouraged. Keep applying and keep reaching out to people. (This is also true for academic jobs!!)