**FIRST NAME LAST NAME (use caps, underlined)**

<URL of your webpage; very important>

<e-mail address>

**HARVARD UNIVERSITY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Placement Director: Claudia Goldin | | | | cgoldin@fas.harvard.edu | | 617-495-3934 |
| Placement Director: Larry Katz | | | | lkatz@harvard.edu | | 617-495-5148 |
| Graduate Administrator: Brenda Piquet | | | | bpiquet@fas.harvard.edu | | 617-495-8927 |
|  | | | |  | | |
| **Office Contact Information** | | | | **Home Contact Information** <optional**>** | | |
| <Your office address> | | | | <Your home address> | | |
| <City, State Zip> | | | | <City, State Zip> | | |
| Office and/or cell phone number: | | | | Home phone number: (home) | | |
|  | | | | | | |
| **Personal Information:** <date of birth, sex, citizenship> all *optional* but can be put here. | | | | | | |
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| **Undergraduate Studies**: | | | | | | |
|  | <Degree>, <Field>, <University/College>, <honors>, <year> | | | | | |
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| **Graduate Studies**: | | | | | | |
|  | Harvard University, <starting year> to present (unless you have your Ph.D.) | | | | | |
|  | Ph.D. Candidate in <Specify program (e.g. Economics, Business Economics, Political Economy and Government)  Thesis Title: “<*Your Thesis Title: Essays on the Last N Years of My Life>*” | | | | | |
|  | Expected Completion Date: <Something reasonable and honest (e.g., June 2017)> | | | | | |
|  |  | | | | | |
|  | References: <you can remove snail-mail addresses but keep institution or “all Harvard University”> | | | | | |
|  | Professor <X> | | | | Professor <Y> | |
|  | <short address of X> | | | | <short address of Y> | |
|  | <phone, e-mail of X> | | | | <phone, e-mail of Y> | |
|  |  | | | |  | |
|  | Professor <Z; note: you do need a 3rd name> | | | | Professor <K; note: you don’t need 4 names> | |
|  | <short address of Z> | | | | <short address of K> | |
|  | <phone, e-mail of Z> | | | | <phone, e-mail of K> | |
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| **Teaching and Research Fields**: | | | | | | |
|  | Primary fields: <field(s)> (note: these must be major, recognized fields in economics) | | | | | |
|  |  | | | | | |
|  | Secondary fields: <field(s)> (ditto)  <you can, instead, list Research fields and Teaching fields instead of Primary and Secondary; or you can just list Fields> | | | | | |
|  |  | | | | | |
| **Teaching Experience:** | | | | | | |
|  | Semester, year | Course, Institution, teaching fellow for Professor So And So | | | | |
|  | Semester, year | Course, Institution, teaching fellow for Professor What’s Her Name | | | | |
|  |  | | | | | |
| **Research Experience and Other Employment:** | | | | | | |
|  | time period | <Institution>, <your title there> | | | | |
|  |  |  | | | | |
|  | time period | <Institution>, <your title there> | | | | |
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| (Note: You can have a section for **Professional Activities**, e.g., seminars, discussant, referee) | | | | | | |
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| **Honors, Scholarships, and Fellowships:** <in general, *do not* list pre-grad school honors such as college fellowships and honors> | | | | | | |
|  | <time period> | | <honor, scholarship, fellowship> | | | |
|  | <time period> | | <honor, scholarship, fellowship> | | | |
|  | <time period> | | <honor, scholarship, fellowship> | | | |
|  | | | | | | |
| **Publications:** | | | | | | |
| <use this heading if you have any publications> | | | | | | |
| <list using formal and correct citation style; brief abstracts are good but optional> | | | | | | |
|  | | | | | | |
| **Research Papers:** <This is where you list your abstracts. If you have just the Job Market Paper, then you can list it as Job Market Paper. If you have more, then you could list Job Market Paper separately from the rest. Make certain that the JMP is obvious.> | | | | | | |
| “<*Paper Title*>” (Job Market Paper) | | | | | | |
| <Abstract of research paper or job market paper. Should be about 150 to 250 words> | | | | | | |
| you can change the size of the font to 10 point, but *no less*, if you need more space for the abstracts. | | | | | | |
|  | | | | | | |
|  | | | | | | |
| “<*Paper Title*>” | | | | | | |
| <Abstract of research paper. Should be about 150 to 250 words> | | | | | | |
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| (Note: If a paper is still “in progress” you can use the heading **Research Paper(s) in Progress**) | | | | | | |
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