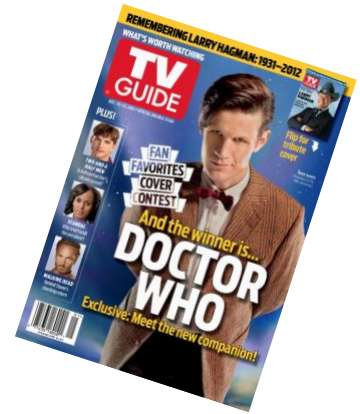


CV GUIDE 2023/24 edition



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

A CV “template” (in Word) has been posted on the graduate student [Job Placement Advice](#) page.¹ Please note that to fill it in you should turn on “gridlines” so you can see the large number of separate tables. Other than the first 15 or so lines (up to and including “References”), 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.

- **Education:** If you have a graduate degree in a field other than economics, you may want to add some lines.
- **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 as a graduate field (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 two or 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. Whatever you do, do *not* list a highly specialized topic (e.g., Marriage and the Family, Social Capital, Dynamic Programming) as a field.
- **References:** 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

¹ Note that the 2023 version of the template is new and took many hours to create. Several students served as CV guinea-pigs and Zoë Hitzig was instrumental in the new design. We thank them all.

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.

- **Fellowships & Awards, Teaching, Employment, Research:** 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. You can add to this list or subtract. There are no rules here.
- **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 spring/summer 2024.
 - (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 (not much 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.
- **Seminars & Conference, Academic Service, Research Grants, etc.:** These come next but you can order them differently, add some, omit others. There are no strict rules.
- **Personal Information** (age, marital status): Optional and generally omitted, except that citizenship and languages may be important.

General Considerations: Do not use fonts that are too small. Follow our advice for font size. You can create a resume or another CV for your personal use. However, the one that you (and we) will post must follow our guide to the extent listed above. If you are applying for non-academic jobs, you must also have a resume and the Office of Career Services will help you with that.

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