

Today's meeting will cover from now to early-November. A second meeting (probably Nov. 3) will concern sending out packets, interviews, AEA Meetings, fly-outs, seminar presentations. We will set up practice interviews in early-December.

1. *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 *must* use the templates on our website <http://www.economics.harvard.edu/jobmarket> (read the instructions) for the Department CV packet. You may deviate from the template in the described manner. You may use your own resume for applying to private sector and other positions.
  - What are "fields"? How many references do you need? Abstracts and how to write them. Which papers to post?
  - Scheduling appointments with us to talk about your paper(s), CV, and particular job interests. **Fill out the attached form** and we will assign you a slot. You will need to submit a *draft* CV to Nicole by **2pm Fri. Sept. 25**, which must contain your abstract(s).
  - The CV for the Oct. 20 Department Meeting must be given to Nicole by **2pm, Fri. Oct. 16**. You will have several more days after the meeting to submit the final draft.
  - What happens at the Oct. 20 Department Meeting? Let us demystify that for you.
2. *The all important job market paper.* Carefully read "The Ten Most Important Rules of Writing Your Job Market Paper" (attached).
3. *Your advisors*
  - When to see them: as soon as you have something to talk about, which should be soon
  - 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 do we do for you?*
  - 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.
6. *Resources and other issues*
  - The abridged *JOE XLS* list is on our website.
  - Sending out packets and letters of reference. What you must do to make certain your letters get out on time.
  - The AEA Meetings in Atlanta GA: get a hotel room soon (registration and housing opens today Sept. 15); make plane reservations and plan to stay from Jan. 2 to Jan. 5.