

# CWEC/CDEC Job Market Mentoring Sessions

October 30, 2023

# MC vs MB

- What is the highest value thing you can be doing with your time?
  - A completed application is the best application

## Other general points

- There are no magic words, or really deep hidden secrets.
- Show that you meet the requirements for the job which will be listed, and then show the evidence that you have the skills to do the job well.
- BUT: read carefully for typos, etc. Signal. It's a balancing act.

# Examples of things you need for your (academic) application

Applications must include a **cover letter**, **curriculum vitae**, copies of recently published articles and/or working papers, and three letters of recommendation.

To apply, please provide a cover letter, CV, **job market paper**, **graduate transcript**, **research and teaching statements**, and three letters of reference

Applicants should submit a cover letter, curriculum vitae, job market paper (and other research papers if desired), **student evaluations (if available)**, and three letters of recommendation.

All applicants should submit a cover letter, their curriculum vitae, a recent research paper, and **evidence of successful teaching**. The cover letter should speak to the applicant's ability to work effectively with a student population that is broadly diverse with regard to gender, race, ethnicity, nationality, sexual orientation, and religion.

# Examples of things you need for your (non-academic) application

- Application Requirements: • Cover Letter • CV • Job Market Paper • Letters of Reference
- We will evaluate your application against the key requirements listed below and your education, which must be demonstrated in your cover letter, curriculum vitae, three letters of recommendation, and research paper(s) or job market paper.
- a curriculum vitae, cover letter, a copy of a research/job market paper or dissertation, and letters of recommendation

SO  
Have ready to  
go

- **CV – Consider academic & non-academic versions**
- **JMP**
- **Cover letter (or letters)**
- **References**
- Teaching statement
- Evidence of teaching effectiveness
- Research statement
- EDI statement
- Website
- Check LinkedIn/X/ etc.

# Cover letter

- Non-academic jobs: this is the key selling point. Find the selection criteria and address them directly, perhaps with subheadings. (See next). Key words.

**Qualifications and requirements:**

- a PhD in economics or finance, preferably in the areas headlined;
- a strong interest in policy-oriented research;
- a proven track record in identifying and addressing complex policy issues;
- and excellent writing and communication skills in English.



## Opportunity

seeking a qualified Senior Analyst to support the Social and Economic Policy Division ... [which] helps guide development of the nation's prominent policies and programs.

...

## Key Role and Responsibilities

- Perform and manage a variety of **research analysis** tasks, including leading team members.
- Provide **training** and technical supervision to less experienced staff such as research assistants and programmers
- **Review collected data and analyses** using standard practices and techniques in their field(s) of specialization.
- **Use standard software packages** to plan and implement data analyses.
- Apply **quantitative and/or qualitative analysis techniques** and methods.
- Work on **complex assignments** under indirect supervision where there is latitude for **independent** action and decision-making.
- Economists will be expected to **apply standard economic theory and econometric methods to the design and implementation of impact evaluations** and other research projects

# Abt Associates

## Application Requirements:

- Job Market Paper
- Cover Letter
- CV

## Preferred Qualifications

- PhD in Economics, or related field, by Summer 2023.
- **Experience** conducting empirical research.
- Strong **interest in public policy** research.
- **Communicates** effectively in English, orally and in writing.
- Works effectively in **teams**.
- Thrives in a **dynamic environment**.
- Conducts research with **attention to detail and schedule**.

# Cover letter

Academic jobs: we are all hiring for basically the same job, and the key selling point is the job market paper, with teaching effectiveness a secondary point. The question is, is it worth our time interviewing you, given the nature of the hierarchy. So, this is your chance to tell us why you'd come here.

- Cover letters matter! .
  - Smaller, remote schools – why you might come to that school.
  - Teaching – note the teaching needs in the application and address those directly.
  - Something memorable?
  - Make sure that what you claim is relevant – i.e. do not discuss your desire to teach graduate students at an undergraduate university. Do some research.
  - Canada: citizenship/PR status clearly indicated.

# JMP

- This is VERY important for academic jobs.
- Research potential.
- Link on CV so that can upload revised version. State on PDF (date JMP and provide link for updated version).
- If co-authored, make sure your co-author is a reference. Your contribution should be highlighted.
- If you have other papers – make sure they are easily accessible on your website. Include them in the package if possible.
- This will be key for interviews.
- Non-academic: Still key part of your application. This is evidence of ability to undertake complex research tasks and do project management – think about how to sell that.

# CV

## ACADEMIC

- Standardized. Do not make it too jargon-y.
- NOT “I am a focussed researcher with interests in labour and household economics, and an imaginative teacher...”
- Include abstracts on last page
- Follow the standard format – recent first.

## NON-ACADEMIC

- Consider the standard in the field.
- Research Institution (more like academic, but with added emphasis on ability to attract grant money)
- Consulting (private sector – focus on skills rather than job titles)
- Government (mix of the two)
  
- TAILOR to fit the specific requirements of the job/institution.

# Letters of Reference

## ASK EARLY

- Discuss the types of jobs you are aiming for with your letter-writers.
  - These letters (unlike your cover letters) are likely to be a one-shot fits all. So this point is key.
- Discuss with your supervisor who would be best writers.
- Professors have a (stereo-type) of being absent minded. Remind them if the deadline is approaching.

# Teaching evaluations.

## TEACHING EVALUATIONS

- Add cover letter to
  - Summarize key points
  - Look for improvement in scores over the years
  - Comparison?
  - Note any deficiencies coming from this and how you addressed them.
- OR address these points in your teaching statement if requested.

	Academic	Non-academic
JMP	Early! (But this / other research papers are the only thing you should edit after applications are in)	This is evidence of ability to undertake complex research tasks and do project management – think about how to sell that
Transcripts/Diploma	Likely need for both once you get an offer – download your unofficial transcript now, and figure out how to get official transcripts	
Teaching evaluations	Attach them (if you have them), with a quick explanation of how to interpret	n/a
Letters of reference	Ask early!	They'll probably call instead – ask early!



	Academic	Non-academic
Teaching/Research/Diversity statements	Tell them what YOU care about and why	Unlikely to be requested. Likely included in selection criteria if they want to hear about it, and covered in the application letter.
CV	Standardized for quick comparison across similar people for similar jobs	Tailored to highlight specific skills that are of interest to the organization

# Research, teaching, diversity statements

- 1-2 pages, and shorter is better all else equal
- Don't tailor them
  - Tailoring belongs in the cover letter
  - Exception? Maybe consider a different teaching statement if you are applying to regular and teaching intensive positions
- Start with writing what you really think, not what you think we want to hear (because you have no idea what that is)
  - One sentence pitch (h/t <https://informedopinions.org/> )
  - Yes, even on diversity.
  - Then go back and make it presentable.
- Active voice and evidence
- Subheadings, sensible font size, white space
- Delete the first sentence?

# Amanda Pallais, Harvard Uni

<https://scholar.harvard.edu/pallais/home>

Research Statement, September 2017 (for promotion to Professor)

~~“My research areas are labor economics and the economics of education. I strive to understand the labor market performance and educational investment decisions of disadvantaged and socially excluded groups. My work has three main components~~  
”  
....

Note: She’s brilliant! But the first sentence is weaker than the second, and doesn’t really contribute much.

# Research statement

- Think of what you would like to have done 5 years from now, and where you want to be heading after that. Talk about how what you've done to date shows you have the **skills** to do this.
- We aren't hiring based on past performance, but on future potential.
- Red flag – applicants who only discuss dissertation in their research statement. Want to build on your dissertation but not rest on it.
  - Past performance is of course a guide to potential – but it's only a guide.
  - WILL YOU BE ABLE TO EARN TENURE?

# Teaching statement

- Have you given any thought about why you want to teach?
  - If not, you might want to reconsider applying for academic jobs.
    - For most, teaching is 40% of the job (officially)
    - If you hate it, you are going to hate your job.
    - There are jobs outside academia where you get to spend more of your time on research (though less self-directed).
- A teaching statement is basically about what you hope to achieve as a teacher and any evidence you can do a good job of it.
  - Innovations and an explanation of why you tried it and how you assessed whether they work are good.
  - Think outside the box – Coaching? Volunteering? What would make you a good teacher?

# Teaching statement

- Consider (separately) both undergraduate and graduate teaching/supervision.
  - This is why you might want to have two of these documents handy.
  - For graduate supervision – consider what kind of a supervisor would you like to be. What are the characteristics to those who have guided you that you would like to emulate.

# Teaching statements – questions to start the ball rolling

- What do you like most about teaching?
- What courses would you most like to teach?
  - Grad/Undergrad
- What is your teaching style/pedagogy?
- It would be great to tell us something we don't know about/that is surprising.
- <https://poole.ncsu.edu/documents/Owens-SearchforanEconomicsJobWithATeachingFocus.pdf>

# Diversity statements

- Start off for yourself with a one liner of what you care about.
- Diversity statements are not just about your characteristics and experiences that you have had, but what you do with them.
- May not be required in application, but think about how this might be asked/answered in an interview.



# WEBSITE/ SOCIAL MEDIA

- Make sure your website is up to date and professional.
- Social media can be checked.

# Random things

- Formatting
  - A lot of people reading your stuff are old. Use sensible (11-12 pt) font sizes and white space.
- Idiosyncracies
  - You can't account for them. So follow what you want to do.
- Get the spelling of all organizations and people to whom you are addressing letters right.
- Use mail merge or equivalent, but take care!