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| Name SmallCapsGaramond  Your e-mail in Crimson  Cell xxx-xxx-xxxx  Your website in Crimson | A picture containing font, logo, text, graphics  Description automatically generated |

Your home address Placement Director: Marcella Alsan [marcella\_alsan@hks.harvard.edu](mailto:marcella_alsan@hks.harvard.edu) 617-384-0016

Your home address Director: Nicole Tateosian [nicole\_tateosian@hks.harvard.edu](mailto:nicole_tateosian@hks.harvard.edu) 617-495-1190

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| **Education** | **Harvard University** | | |
|  |  | Ph.D. Public Policy, <from year> to 2024 (expected) | |
|  |  |  | |
|  | **XYZ University, Country** | | |
|  |  | | <degree, subject, year> |
|  | **Undergraduate College Name (if not Harvard or XYZ)** | | |
|  |  | <degree, subject, honors, year> | |

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| **Fields** | <Field1, can list as primary field>  <Field2, can list as secondary field>  <Teaching field1 if you a primary goal is teaching> |

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| **References** <if four> | Professor X  <short address of X might not be needed>  <e-mail of X> | Professor Y  <short address of Y might not be needed>  <e-mail of Y> |
|  | | |
|  | Professor Z (3rd is needed)  <short address of Z might not be needed>  <e-mail of Z> | Professor K (4th not needed)  <short address of K might not be needed>  <e-mail of K> |

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| --- | --- | --- | --- |
| **References** <if three could use this compact version> | Professor X  <short address of X>  <e-mail of X> | Professor Y  <short address of Y>  <e-mail of Y> | Professor Y  <short address of Y>  <e-mail of Y> |

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| **Fellowships & Awards** | <Fellowship1, name, from where, year>  <Award1, name, from where, year> |
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| **Teaching** | <Course1, Institution, teaching fellow for Professor XYZ, year>  <Course2, Institution, teaching fellow for Professor What’s Her Name, year> |
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| **Employment** | If you have had non-research assistance employment  <Institution1, your title there, year>  <Institution2, your title there, year> |
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| **Research** | Put down current and past RAships, including pre-doc work  <Research Assistant1, place, person, year>  <Research Assistant2, place, person, year> |
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| **Job Market Paper** | <Title of Job Market Paper, can be **bolded**, co-authors if any>  <Abstract of JMP; limit all abstracts to 200 words; *abstracts must be clear and concise*> |

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| **Publications** | If you have actual publications, put them here  <Publication #1>  <Abstract of publication #1 is optional but useful> |
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|  | <Publication #2>  <Abstract of publication #2 is optional but useful> |

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| **Working Papers** | <Working paper #1>  <Abstract of working paper #1> |
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|  | <Working paper #2>  <Abstract of working paper #2> |

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| **Papers in Progress** | <Title, co-authors listed>  <Abstract; if you list a paper, you could be asked about it; must be more than an idle thought> |

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| **Seminars & Conferences** | <Presentation at conference1 title, date>  <Presentation at conference1 title, date> |

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| **Academic Service** | <Service1, e.g. referee for journal X, Y, Z>  <Service2, e.g., organized workshop> |

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| **Research Grants** | <Grant1, name of grant1, foundation, institution>  <Grant2, name of grant1, foundation, institution> |

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|  | <Note: You can create other headings if something is important to your dossier> |

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| **Languages** | <Optional: human languages (native); (fluent); (intermediate); (can find bathroom)> |
|  |  |
| **Software skills** | <Optional: non-human languages, named for various animals> |
|  |  |
| **Personal information** | <Optional: whatever you think is important about yourself that you want others to know about> |

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