My name is Lauren LaRosa, and I’m the Faculty Assistant for Professor Tomasz Strzalecki who will write your recommendation letter for Job Market.

**Information on Job Market:**

Your advisor writes one letter that is used for all submissions. The professor writes a beautiful letter and it usually takes him/her a long time to write so s/he needs to be nudged. Please remind your professor to forward the letter of recommendation to me **at least one week prior to your first deadline.** Once I have the letter, the professor doesn't need to be involved in the Job Market process except for a few minor details. The rest is up to me. When I have the letter from your advisor and the list of places you are applying to (see job market spreadsheet attached), I then send out the letters by deadline.

To alleviate confusion, **please send me your list/spreadsheet only once** and then send the updates separately. Working from multiple versions of spreadsheets becomes too confusing.

Each institution that is hiring requests the letter in one of three formats: by web portal, email, or the US postal service.

**Web Portal Submissions:** Some schools use the web portal system such as "Econ Job Market," "JOE," “Interfolio,” etc. This system requires uploading one letter. Each institution that uses the web portal pulls from that one letter. A link and password is sent in an email to your advisor. I will need the link to upload the letter. If allowed, have the link sent directly to my email address: [larosa@fas.harvard.edu](mailto:larosa@fas.harvard.edu)

**Email Submissions:** Please include accurate email addresses (with instructions if applicable)

**Hard Copy Submissions:** Please have the complete mailing address and contact name (if applicable)

**Other:** There is often confusion when applying several times to the same institution. Please be clear on what is needed for each submission, i.e. one letter is all that is needed for all positions, or, be specific by letting me know which department, what division, what position, etc.

I am attaching a sample of a spreadsheet that has the information I will need. I only need the following information**: Institution, Department, Division, Submission Type** (web portal, email, US Postal Service) and **Deadline.** (Please do not use acronyms.)

Please let me know if you have any questions. Best of luck! Lauren