

## 1 Service Philosophy and Prior Contributions

I view service as an integral component of an academic career, complementing research and teaching by strengthening the scholarly community. As an emerging scholar, my service contributions have thus far centred on direct student mentorship and supporting the broader academic pipeline, which I plan to continue as a faculty member.

My activities to date include writing letters of recommendation for students applying to graduate programmes and professional positions. I have also met with students to discuss their academic and career trajectories. This has often involved verbal advising to address their questions about the PhD process, the nature of doctoral studies, and to help them decide if a PhD is the appropriate path for them.

In addition, since 2019, I have founded and maintained <https://paulletran.com/econ-grad-app-deadlines/>, a public website that aggregates application deadlines for economics PhD programmes. This resource, used by thousands of prospective students annually, was created to lower information barriers and make the application process more transparent. I believe this form of service is important for supporting students and the academic field.

## 2 Proposed Service Contributions

I intend to broaden my service contributions by participating in the university community and the broader profession. As my career progresses, I plan to undertake standard professional service, such as providing thorough and timely reviews as a referee for academic journals in macroeconomics and monetary economics.

Within the department, I plan to contribute to the research culture. I will regularly attend and participate in departmental and group seminars, such as those in macroeconomics, monetary economics, and machine learning applications. In time, I would be prepared to assist with their organisation to help support the research environment and connect the department with other scholars.

Furthermore, I intend to build upon my prior mentorship by serving as an advisor to PhD students in macroeconomics. I also plan to remain accessible to undergraduate and master's students, offering guidance to those interested in economic careers, research, and further academic study. Finally, I am prepared to contribute to the shared governance of the institution by serving on departmental and school-wide committees as needed to support the mission of the university.

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