

Placement Office Mailings

1. What the placement office mails:
 - Cover letter
 - Privacy Statement
 - Letters of Recommendation (those written by Labor folks excluded in initial mailing. “Dear Colleague” versions required for subsequent mailings)
2. What to mail
 - Mail letters to everywhere you apply, even if they don’t expressly ask for it.
 - Everyone gets Cover Letter, CV, and Job Market Paper
 - CV
 - Probably different than what is posted on the web with variations for different types of positions. Not more than 1.5 pages. May highlight aspects, but not create inconsistencies. Do not overload your CV. Bob says “Maximize the average quality of items listed not the length”.
 - Job Market Paper (okay to print double sided)
 - Cheapest place last year was Krishna Copy on Telegraph at 2.5cents per page with 6 hour turnaround (though actually faster).
 - Whatever else they request, but not more than they request
 - For transcripts okay to make photocopy of official. If they need an official copy they will let you know.
3. How to mail
 - Priority vs regular mail.
 - Can order priority envelopes online at [shopusps.com>shipping supplies>personal use>priority mail>flat rate envelope](http://shopusps.com/shipping-supplies/personal-use/priority-mail/flat-rate-envelope).
 - Return address should be department address unless you are not physically present in Berkeley.
4. When to mail
 - Should mail as early in November as possible and not later than November 15th.
 - My packets should go out the day after yours at the latest so that they get there at nearly the same time.
 - Bring labels to me in mass, not piece meal. Write your name on each sheet of labels.
 - Two major groupings: Up to and including November and December.
 - If get several personal requests from same institution mail to all even if the address is the same.
5. What we pay for and what you pay for
 - We pay for: all costs incurred for mailing letters except the labels
 - You pay for: everything else- postage for your packets, envelopes, labels, application material duplication, faxes
6. Faxing
 - Letters may be faxed as necessary and only if not other option is available or a deadline is such that faxing is absolutely necessary. In most cases in terms of application deadlines it only matters if the application itself is in by the stated deadline. Letters can arrive later. If you need me to fax letters send me an email

with all of the pertinent information. You pay for faxes and will be billed sometime in the Spring.

7. Emailing

- For all applications that require/request letters of recommendation via email provide place@econ.berkeley.edu as the email address of the recommender to facilitate centralization of this process. Provide me with a list of institutions to which you have applied that have requested letters of recommendation via email so I can be sure that letters go to each of them.