

Sample cover letter for research s

«DATA job market:cover letters:P&S addresses»«IF type="R"»

March 2, 1995

«1st» «2nd» «3rd»
«IF address»«address»
«ENDIF»«university»
«city», «state» «zip»

Dear «mr/ms» «3rd»,

I was very pleased to see your advertisement in the «joe» issue of the J.O.E. I believe that «university» would provide an excellent environment in which to pursue my research and teaching interests. I hope my interests and qualifications fit the requirements of the position.

I am currently completing my Ph.D. in economics at the University of Wisconsin-Madison. My primary fields are public finance and labor economics. My dissertation concerns the effects of taxes on firm and individual behavior. My research interests are quite broad. One essay examines the effect of dividend tax incentives on the dividend policies of Employee Stock Ownership Plans. I am also researching the tax incentives facing low-income two-parent families. I am particularly interested in the welfare program participation and the labor market participation of this group.

In support of my application I have enclosed my Curriculum Vitae and two sample research papers. One of these papers, "Evidence of the Effect of Taxes on the Dividend Policy of Employee Stock Ownership Plans," will constitute a chapter of my dissertation. I have also enclosed a copy of "The Earned Income Tax Credit and Transfer Programs: A Study of Labor Market and Program Participation," a joint paper with my colleague, Scott Houser, and my advisor, John Karl Scholz. My three letters of reference will arrive shortly from the Economics Department Placement Office.

Please let me know if I may furnish any additional information. I will be attending the January ASSA meetings in Washington, DC and would appreciate an opportunity to meet with you there.

Thank you in advance for your consideration.

Sincerely,

Stacy Dickert

«ENDIF»

Sample cover letter for government job

«DATA job market:cover letters:P&S addresses»«IF type="DG"»

March 2, 1995

«1st» «2nd» «3rd»
«IF address»«address»
«ENDIF»«university»
«city», «state» «zip»

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Sincerely,

Stacy Dickert

«ENDIF»

Sample cover letter for Teaching school

«DATA job market:cover letters:P&S addresses»«IF type="T"»

March 2, 1995

«1st» «2nd» «3rd»
«IF address»«address»
«ENDIF»«university»
«city», «state» «zip»

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My experience as a Dickinson College undergraduate and my experience as a teaching assistant have shaped my professional goals and led me to seek a position in a department where both research and teaching are valued. I would be interested in teaching courses in public finance, microeconomics, labor economics, and econometrics. My teaching interests also include a course on poverty and public policy.

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Sincerely,

Stacy Dickert

«ENDIF»

Confirmation Letter

March 2, 1995

Da-Hsiang Donald Lien
Department of Economics
213 Summerfield Hall
University of Kansas
Lawrence , KS 66045

Dear Dr. Lien,

I am looking forward to meeting with you at the January ASSA meetings in Washington, DC. I wanted to confirm with you that we are meeting on Saturday, January 7 at 2:30 in the Washington Hilton.

If you need to reach me between December 23, 1994 and January 3, 1995, please call (412) 837-6114. From January 4, 1995 through January 8, 1995, I will be staying at the Washington Hilton, (202) 483-3000.

Sincerely,

Stacy Dickert