**Appendix A: Field Experimental Treatments**

This appendix shows an example of the treatment used in the field experiment. The examples are taken from the resumes used to apply for administrative assistant openings in Houston, TX. The names of employers have been altered. Recall that the first two jobs for all applicants were full-time standard jobs, before the treatment takes place. The treatment occurs for the third segment of workers’ job histories, and starts 20 months before the applications are sent out.

1. *Full-Time Standard Jobs*

05/2015 to Current Administrative Assistant *Large Company A* － Houston, TX

* Work with clients by receiving and directing calls, scheduling appointments, negotiating fees and turn times, and researching client information.
* Collaborate with the client's customers to schedule appointments, manage schedules, prepare presentations, compile and process highly confidential information.
* Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
1. *Freelance*

04/2015 to Current Virtual Assistant Freelancing － Houston, TX

* Coordinate meetings (on and off site), conference calls, arranges for facilities, equipment, and catering. Prepare and distribute notices, agendas, and information packets along with meeting minutes.
* Execute multiple administrative tasks including hotel and flights booking, invoicing, mailers, corporate letters, outreach marketing, data entry, and updating databases.
* Operate independently, taking initiative in meeting quick turn-around times and deadlines. Manage diverse customers' teams using a combination of communication technologies such as Skype, phone and email correspondence.
1. *Unemployed*

The last employment history was unemployment, so I substitute a period of work experience with a 3-month post-college internship to ensure resumes are of comparable lengths.

06/2009 － 09/2009 Administrative Assistant Intern *Bank B* － Houston, TX

* Performed a variety of entry-level professional administrative staff work, gradually increasing in level of difficulty and responsibility.
* Prepared reports, presentations, operational documents, and correspondence.
* Organized team events and carried out special projects as requested by managers