



OCS

HOW TO OCS: TOOLS & RESOURCES

Undergraduate Resource Series

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OCS Can Help You...

- Test your interests
- Find a nonprofit, for-profit, study abroad or research summer experience
- Apply for summer and Winternship experiences and funding
- Connect to alumni and employers, and
- Talk to advisers who can help you design your summer and post-grad plans

Diverse Internship and Job Offerings

We work with employers in many diverse fields, and can help you learn more about and apply for opportunities in...

- TV, film, international development, education, nonprofits, engineering, tech, journalism, life sciences, finance, marketing, consulting, medicine, or
- Graduate and professional school

Drop-Ins Monday-Friday 1:00-4:00pm

Hundreds of students stop by OCS each week for a 10-minute drop-in to get information about:

- Putting together resumes and cover letters
- Getting tips for summer plans
- Applying for summer funding
- Identifying other resources at Harvard

If 1:00-4:00pm doesn't work, email the front desk at ocsrecep@fas.harvard.edu to set up a different time between 9-5 to stop by.

Don't Know What You're Interested in Yet?

Our team loves brainstorming ideas with you. You may also like filling out the **My Plan** questionnaire on the OCS website to get some ideas about your interests and possible paths to explore. Also check out the Pathways pages on the OCS website for more ideas, tips, and advice.

Designing Your Harvard? – Talk with an Adviser

It is hard to figure out all the things you could be doing at Harvard and sometimes it can feel like you are missing out because there are so many options. Once you have attended an initial drop-in, you will be activated to make a one-on-one appointment to have a longer planning conversation with one of our advisers. To schedule a meeting, visit the OCS website, click the advising tab, navigate to Harvard College Advising, and scroll to the "Talk to an Adviser" section.

Resume and Cover Letters

Early on at Harvard, you will find yourself applying for a number of different opportunities, whether campus jobs or summer funding and experiences. Generally, these opportunities require you to put together a resume and write a cover letter or personal statement. OCS can help you to craft strong documents and also provide resources and strategies for interviewing. If you google "OCS Harvard resumes" you will find lots of help and examples on our website. **Follow the OCS template** to produce a "Harvard"-style resume and then bring in your draft to drop-ins for a review. Once your resume is in good shape you will be ready to apply for all opportunities that you learn about. OCS also offers workshops and an online tutorial on writing resumes and cover letters.

Applying for Summer Funding

Students often begin to plan for summer in November or December. OCS funds over 500 students each summer to pursue an international internship, study abroad, or participate in an international or domestic public service opportunity. We can also help direct you to the 50 other funding sources at Harvard to increase your chances of landing summer funding. Check out the OCS **Navigating Summer Opportunities** booklet to get insider information on all Harvard summer opportunities and funding. Want personalized help? Come to a summer funding program or drop-in or make an appointment to meet with our Summer Planning & Funding Team. Don't miss the December **Summer Funding and Programs Fair**.

Career Fairs, Employers, and Workshops

OCS conducts 300 programs and hosts over 20 career fairs annually. These events are designed to be an easy way for you to meet alumni and employers and learn about different opportunities. Everyone from freshmen to seniors attend these events to test their interests by talking to people about what they do, how they got their start, and what advice they may have for you if you are interested in pursuing similar work.

Campus Interview Program

The campus interview program works with employers with large hiring needs and mostly serves large Fortune 500 companies in tech, consumer products, finance and consulting. Most firms visit in the fall to interview and hire juniors for summer internships and seniors for full-time employment post graduation. Some organizations, however, also offer pathway and diversity programs for freshmen and sophomores. Landing these types of positions takes careful preparation and planning, so be sure to begin to work early with OCS advisers and pre-professional students groups if this pathway interests you.

Crimson Careers

Crimson Careers is the OCS online database where employers post thousands of internships and jobs. You will find a link to it on the OCS website. OCS works with over 3,000 employers who post over 9,000 opportunities annually. The OCS Front Desk Team can also work with you individually to help you set up an advanced search to focus your search results and have relevant postings emailed to you. Also check out **UCAN and iNet**, two college consortia internship posting sites that offer greater geographic diversity of positions.

Interview Preparation

Preparing for interviews requires knowledge about the organization and position, and articulating the skills and experiences you can contribute. There are lots of ways OCS can help you get ready. Check out the Interviewing section of our website or come to a workshop for details.

Pre-Med and Health Careers

Our OCS Premed team has expert knowledge about medical school and careers in the health fields. If you are interested in medicine, plan to attend their programs, drop-ins, and appointments and check out the comprehensive Pre-Health resources on the OCS website.

Winternships, Treks, and Site Visits

Have you ever wondered what it is like to work on a film set, in a research lab, or at Google? During Harvard's January **Wintersession** period, OCS offers a wide variety of short-term immersion activities that allow students to explore companies, talk to alumni, work on small projects, and go behind the scene for a close-up look at many organizations. These experiences offer you the opportunity test your interests in a real work setting.

Build Your Professional Network

OCS brings alumni to campus to participate in many programs, including our Professional-in-Residence program which allows you to connect one-on-one or in small groups with alumni professionals from a variety of industries. We host workshops on networking, which can teach you how to connect with some of the 370,000+ Harvard alumni who can help you land great opportunities now and in the future.

OCS Website 24/7 Help

Need help at 2:00am? Check out the vast information on the OCS website. Our "**OCS Bot**" can help you find the information you need. Be sure to check out the online resources and become familiar with tools such as...

- **Vault** – Guides for landing jobs and internships in many sectors
- **Going Global** – Help for working abroad or for international students to work in US
- **Firsthand Advisers** – A great tool for scheduling a time to get advice and interview help from alumni
- **Job Treks** – A tool for organizing your summer or full time job search
- **Interview Stream** – Practice answering interview questions from your computer anytime
- **OCS Skills Tracker** – Take stock of the skills you've developed using this simple tool in Crimson Careers

Some Other Harvard Offices You Might Find Useful

- **Student Employment Office** – Find jobs on campus
- **Office of International Education** – Learn about study abroad options
- **Office of Undergraduate Research and Fellowships** – Learn how to find research experiences and apply for summer research positions and funding. Also, learn about prestigious post-graduate fellowships to which you can apply.

Summary

Your story, background, experience and talents are all valued here. Talk to us about how we can help you test your interests and skills and connect you to all kinds of opportunities. Our friendly advisers can help you plan for summer and your four years at Harvard and beyond. Come by 54 Dunster Street and let us get to know you.