



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
- Learn more about funding opportunities through OCS and other Harvard sources
- Connect to alumni and employers
- 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, and more
- Graduate and professional school

Virtual Drop-Ins Monday-Friday 1-4 p.m.

Drop-in advising for quick questions and resumes reviews will be offered virtually M-F from 1-4pm (Eastern Time) in Fall 2020. Please check the OCS website for instructions to access drop-in advising. Get information about:

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

If 1-4 p.m. doesn't work, email the front desk at ocsrecep@fas.harvard.edu to arrange a different time between 9 a.m. -5 p.m. to stop by.

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

Our team loves brainstorming ideas with you. You may also complete the **My Plan** questionnaire on the OCS website to get some ideas about your interests and possible paths to explore. Also check out the Career Pathways pages on the OCS website for more ideas, resources, tips, and advice. Consider participating in our one-day hands-on workshop "Designing Your Life" offered during the January break each year.

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 virtual drop-in, your Crimson Careers account 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 prepare 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.

Apply 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 dozens of other funding sources at Harvard to increase your chances of landing summer funding. Check out the OCS **Navigating Summer Opportunities booklet** to get more detailed 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 industry professionals and learn about different opportunities. Everyone from first-year students to seniors attend these events to explore 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 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 first-year students 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 student groups if this pathway interests you.

Crimson Careers

Crimson Careers is the OCS online database where employers interested in hiring Harvard students and graduates 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**, a college consortium internship posting site that offers 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 and/or come to a workshop.

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.

January Experiences 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 scenes for a close-up look at many organizations. These experiences offer you the opportunity to test your interests in a real work setting. Refer to the Wintersession section of our website for additional information.

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 a.m.? Check out the vast information on the OCS website. 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
- **International Job & Internship Search Tools** – 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
- **InterviewStream** – Practice answering interview questions from your computer anytime
- **My 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
- **Center for Public Interest Careers** – Find summer, January, and post-graduate public service experiences.

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. Connect with OCS and let us get to know you.