



HARVARD VARSITY CLUB

Your team for life

Freshman Year Action Plan

Goals

- ✓ Assess values, interests, and skills to guide professional development
 - <http://harvard.myplan.com/>
- ✓ Familiarize yourself with career services resources at Harvard
 - Varsity Club - <https://www.harvardvarsityclub.org/article.html?aid=116>
 - Office of Career Services (OCS) - <http://ocs.fas.harvard.edu/>
- ✓ Create a resume and cover letter
 - Utilize OCS as resource - <http://ocs.fas.harvard.edu/resumes-cvs-cover-letters>
- ✓ Begin exploration of different career opportunities
 - Utilize OCS as resource - <http://ocs.fas.harvard.edu/career-pathways>
 - Attend career fairs, workshops, panels, employer open houses, and industry nights organized by the Varsity Club and OCS
 - Perform informational interviews with people you admire/people in desirable positions
- ✓ Establish relationship with at least one academic faculty member

Timeline

Non-Summer Internship Track:

Fall:

- Create LinkedIn profile
- Join HVC LinkedIn group

Winter/Spring:

- Establish summer goals
- Complete self-assessments (HVC toolkit)
- Create Resume (HVC toolkit)
- Explore career opportunities (HVC toolkit, attend professional development events, perform informational interviews)
- Create cover letter (HVC toolkit)

Yearlong:

- Establish relationship with at least one academic faculty member
- Attend professional development events (workshops, career fairs, employer open houses, panel discussions, industry nights)

Summer Internship Track:

Fall:

- Create LinkedIn profile
- Join HVC LinkedIn group
- Complete self-assessments (HVC toolkit)
- Create resume (HVC toolkit)
- Create cover letter (HVC toolkit)
- Establish summer goals
- Explore career opportunities (HVC toolkit, attend professional development events, perform informational interviews)

Fall/Winter:

- Apply for summer internships
- Interview for summer internships (conduct mock interview at OCS to prepare)

Yearlong:

- Establish relationship with at least one academic faculty member
- Attend professional development events (workshops, career fairs, employer open houses, panel discussions, industry nights)



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Sophomore Year Action Plan

Goals

- ✓ Draft a personal career plan with goals and actionable steps to reach goals
 - Gather job descriptions of 'dream jobs'
 - Identify credentials, skills, and experience associated with 'dream jobs'
 - Compare to current credentials, skills, and experience-level to identify gaps
 - Seek opportunities (workshops, classes, shadowing, internships, etc) to acquire necessary credentials, skills, and experience
- ✓ Continue to explore different career opportunities (see Freshman Year Action Plan for resources to do so)
- ✓ Build your network
 - Online – HVC Networking Database, Harvard Alumni Association Directory, LinkedIn
 - In person – On-campus events, Informational Interviews, Global Networking Nights (January, June)
- ✓ Establish relationship with at least 1 academic faculty member
- ✓ Position yourself for valuable, enjoyable, challenging, and productive summer experience

Timeline

Non-Summer Internship Track:

Fall:

- Update LinkedIn profile
- Update resume
- Update cover letter

January:

- Draft personal career plan
- Establish summer goals and plan
- Research summer opportunities (athletic, academic, study abroad)
- Apply for summer funding from OCS and other funding sources (if applicable)

Yearlong:

- Network (identify, reach out to, and perform informational interviews) with at least 5 people you admire/people in desirable positions
- Attend professional development events (workshops, career fairs, employer open houses, panel discussions, industry nights)
- Establish relationship with at least 1 academic faculty member

Summer Internship Track

Fall:

- Update LinkedIn profile
- Update resume
- Update cover letter
- Draft personal career plan
- Establish summer goals and plan
- Research summer opportunities (professional, academic, athletic, study abroad)

Fall/Winter:

- Apply for summer internships
- Interview for summer internships (conduct mock interview at OCS to prepare)

Yearlong:

- Network (identify, reach out to, and perform informational interviews) with at least 5 people you admire/people in desirable positions
- Establish relationship with at least one academic faculty member
- Attend professional development events (workshops, career fairs, employer open houses, panel discussions, industry nights)



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Junior Year Action Plan

Goals

- ✓ Update personal career plan
 - Reflect on summer experience and learning
 - Reassess interests and 'dream jobs'
 - Identify credentials, skills, and experience associated with 'dream jobs'
 - Compare to current credentials, skills, and experience-level to identify gaps
 - Seek opportunities (workshops, classes, shadowing, internships, etc) to acquire necessary credentials, skills, and experience
- ✓ Continue to explore different career opportunities
- ✓ Build your network
 - Online – HVC Networking Database, Harvard Alumni Association Directory, LinkedIn
 - In person – On-campus events, Informational Interviews, Global Networking Nights (January, June)
- ✓ Establish relationship with at least 1 academic faculty member
- ✓ Position yourself for valuable, enjoyable, challenging, and productive summer experience

Timeline

Summer Internship Track:

Fall:

- Update personal career plan
- Update LinkedIn profile
- Update resume
- Update cover letter
- Establish summer goals and plan
- Research summer opportunities (professional, academic, athletic, study abroad)

Fall/Winter:

- Apply to summer internships
- Interview for summer internships

Yearlong:

- Network (identify, reach out to, and perform informational interviews) with at least 5 people you admire/people in desirable positions
- Attend professional development events (workshops, career fairs, employer open houses, panel discussions, industry nights)
- Establish relationship with at least 1 academic faculty member

These action plans offer broad guidelines to support the professional growth and development of Harvard student-athletes. They are not a one-size-fits-all plan. Each student's path will vary slightly depending on a host of factors (interests, background, schedule, network, etc). However, these plans are sequenced, so do reference previous year's plans to consider earlier steps.



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Senior Year Action Plan

Goals

- ✓ Update personal career plan
 - Reflect on summer experience and learning
 - Reassess interests and 'dream jobs'
 - Identify credentials, skills, and experience associated with 'dream jobs'
 - Compare to current credentials, skills, and experience-level to identify gaps
 - Seek opportunities (classes, shadowing, internships, etc) to acquire necessary credentials, skills, and experience
- ✓ Continue to explore different career opportunities
- ✓ Build your network
 - Online – HVC Networking Database, Harvard Alumni Association Directory, LinkedIn
 - In person – On-campus events, Informational Interviews, Global Networking Nights (January, June)
- ✓ Establish relationship with at least 1 academic faculty member
- ✓ Position yourself for valuable, enjoyable, challenging, and productive post-graduate experience

Timeline

Full-Time Job Track

Fall:

- Update personal career plan
- Update LinkedIn profile
- Update resume
- Update cover letter
- Establish post-graduate goals and plan
- Research and reflect on opportunities (professional, graduate school, fellowships, athletic)

Fall/Winter:

- Apply for full-time jobs
- Interview for full-time jobs

Yearlong:

- Network (identify, reach out to, and perform informational interviews) with at least 5 people you admire/people in desirable positions
- Attend professional development events (workshops, career fairs, employer open houses, panel discussions, industry nights)
- Establish relationship with at least 1 academic faculty member