



Career Destinations

How to get ready for the next step

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Debunking Harvard Myths

- This is not a “real” job search since I already work here
- The only relationship that matters to my career is with my boss
- I should not apply since they probably already have a candidate in mind
- I should never make a lateral move

Résumé

- Start with a professional summary
- Customize your résumé to the job you are applying for
- A marketing tool... not a legal document
- Format it to be easily readable
- Your résumé does not have to fit on one page
- Address quantity as well as quality

Cover Letter

- It won't make you but not doing one can break you
- Cover letter should have the same header and font as your résumé
- Address the hiring manager
- Reference the job and requisition #
- It is more about them than you
- Open strong/close strong

Networking

- Use LinkedIn...and use it well!
- Make sure LinkedIn mirrors your résumé
- Connect with people who can help your career
- Get to know people around the University (participate in CWD and HLC Training courses, networking events etc.)
- Follow groups and subject matter experts to keep you up to speed

Reminders and Tips

- Your current and past performance matters
- Be positive about your current department/supervisor
- Dress professionally – even if your office is casual
- Inform your supervisor once an interview is scheduled
- Study – know as much about the department as possible
- Send a thank you email the same day

Resources

- <http://hlc.harvard.edu/home/learning-career-development/>
- <http://hr.harvard.edu/center-workplace-development-department>