About the internship:

*Harvard Review* and the Department of English would like to announce the creation of the *Harvard Review* Literary Publishing Internship. This is a new opportunity for undergraduate English concentrators at Harvard to gain work experience with a professional literary journal and learn how the world of literary publishing works.

Responsibilities:

The HR Intern will be expected to work 5 hours a week with the *Harvard Review* staff—editor Christina Thompson and managing editor Laura Healy—on a scheduled to be determined. The majority of the work will be in our office in Lamont Library, but some may be performed off-site.

Duties include everything from basic office tasks to long-term research projects and manuscript evaluation. Some of the regular jobs include opening the mail, logging submissions, sending acceptance and rejection letters, ordering review copies, and maintaining the contributor and subscriber databases. Larger projects will be tailored to the student’s interests and could include graphic design work, business and marketing projects, or research into writers or literary organizations. The intern will also be expected to participate with other student readers in the evaluation of fiction and/or poetry submissions.

Application Process:

Applicants should demonstrate an interest in contemporary literature and the publishing industry. Prior work experience with literary organizations is not required.

Completed applications should be left in the mailboxes outside of the *Harvard Review* office (Lamont Library, Room 360) or emailed to info@harvardreview.org. Applications must include:

1) Internship Application Form (page 2)

2) Curriculum Vitae

3) One-page writing sample
   EXAMPLES: first page of a short story or personal essay, one page poem, newspaper article, blog post, etc.
Please complete the following questions. If you prefer to type your application, that is fine. Just make sure that you include everything asked for here. NOTE: The Harvard Review Internship is only open to students who have declared a concentration in English.

Name: ___________________________  English Concentrator:  □ YES  □ NO

Email: ___________________________  Expected graduation year: ______________

Phone: ___________________________

Please describe any relevant experiences, interests, or courses that you feel you could apply to this internship:

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Tell us why you would like to participate in this internship:

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