ACCOUNTING
ACTION TIMELINE

EXPLORE:
- Visit the Pomerantz Career Center to learn about resources
- Complete your Handshake Profile and upload your resume
- Meet with a Career Advisor to explore occupations in Accounting
- Learn about student organizations related to Accounting or General Business
- Conduct an informational interview with someone working in an area of Accounting of interest to you
- Attend all accounting seminar classes or Accounting Club meetings to hear from professionals
- Set up a job shadow or informational interview with an accounting professional

PREPARE:
- Participate in volunteer experiences such as VITA
- Attend Fall & Spring Job & Internship Fair to learn more about prospective Accounting employers
- Attend Meet The Firms Night sponsored by Beta Alpha Psi (Fall Semester)
- Consider enrolling in the ACCT:4100 and/or ACCT:4300 summer course to increase options for completing a winter internship during spring semester
- Meet with your Career Advisor to learn how to conduct an internship search
- Explore and research summer accounting leadership programs with firms
- Create your resume and highlight your accounting & business courses
- Have your resume reviewed by a Career Advisor or Peer Advisor
- Build a LinkedIn® account and follow Accounting companies
- Network with Accounting firms tabling, hosting information sessions & office hours, or sponsoring events at Tippie College of Business

EXPERIENCE:
- Participate in at least 2 of the following:
  - Business/Accounting Internship
  - Accounting Case Competition
  - Externship/Job Shadow
  - Alternative Spring Break
  - Accounting Leadership Summer Program (summer of sophomore year)
  - Part-time/Summer Job in accounting
  - Study Abroad/International Volunteer Experience
EXPERIENCE: (cont.)

- Participate in Tippie RISE research
- Attend Fall & Spring Job & Internship Fair
- Attend Meet The Firms Night sponsored by Beta Alpha Psi
- Use Handshake to search for Internships/Jobs
- Utilize other search sites for internships such as: Internships.com or Indeed.com
- Register for Accounting Mock Interviews (September)
- Participate in the General Mock Interview Program to enhance your one-on-one interview skills
- Use Big Interview to gain comfort with virtual interview techniques that are becoming more common in the accounting field
- Write a sample cover letter and have it reviewed by a Peer Advisor or Career Advisor

ACHIEVE:

- Create an individual job search plan
- Update your Handshake profile & use Handshake to conduct a job search
- Use LinkedIn to continue connecting with professionals in the Accounting field and follow companies of interest
- Update your resume
- Prepare a list of references & seek recommendations from professors
- Apply for summer accounting leadership programs and internships in spring, which can potentially lead to full-time offers after completion
- Apply for full-time Accounting jobs beginning in September
- Register for Accounting Mock Interviews (September)
- Participate in the General Mock Interview Program to enhance your one-on-one interview skills
- Use Big Interview to gain comfort with virtual interview techniques that are becoming more common in the accounting field
- Attend Fall/Spring Job and Internship Fair
- Attend Meet the Firms Night sponsored by Beta Alpha Psi
- Attend workshops & activities sponsored by Beta Alpha Psi or the Accounting Department