



Career Management

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UtahStateUniversity





7 Career Management:



- Identify and articulate skills, strengths, knowledge, and experiences relevant to the position desired and career goals and identify areas necessary for professional growth
- Navigate and explore job options
- Understands and can take the steps necessary to pursue opportunities
- Ability to self-advocate for opportunities in the workplace





From Job Descriptions:

Skills and Competencies:

- Interested in a career in public accounting
- Current or expected accounting major (Jr core or MAcc)
- Available for either date of the program (Program runs for two days)
- Strong academic track record (please be sure to list your GPA on your resume)
- Current students at the Junior, Senior and Graduate level pursuing a degree in Accounting, Finance, Economics or a related analytical field





From Job Descriptions (continued):

Requirements:

- Resourceful in learning and intellectually curious
- Interest in the role of technology in disrupting finance and accounting
- Interest in obtaining a consulting position upon graduation
- Ability to spend 2-4 hours of pre-externship preparation (baseline tutorials so that you can hit the ground running on day 1)
- Not yet committed to a permanent position with another company at graduation





articulate



CITE

A→あ



[*adjective, noun* ahr-**tik**-yuh-lit; *verb* ahr-**tik**-yuh-leyt]

Spell

Syllables

[Synonyms](#) [Examples](#) [Word Origin](#)

[See more synonyms on Thesaurus.com](#)

adjective

1. uttered clearly in distinct syllables.
2. capable of speech; not speechless.
3. using language easily and fluently; having facility with words:
an articulate speaker.
4. expressed, formulated, or presented with clarity and effectiveness:
an articulate thought.





CITE

A→あ



option

[**op**-shuh n]

Spell

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[See more synonyms on Thesaurus.com](#)

noun

1. the power or right of choosing.
2. something that may be or is chosen; choice.
3. the act of choosing.





On a resume:

EDUCATION

B.S. Accounting

May 2017

Jon M. Huntsman School of Business, Utah State University, Logan, UT 3.68 GPA

Minor in Management Information Systems

Plans to pursue MAcc 2017-18

Member, Institute of Managerial Accountants

Volunteer, VITA

Maintained excellent GPA while working 30 hours a week and participating in volunteer and extracurricular activities





On a resume:

Work Experience

Managing Director, Partners in Business, Logan, UT Nov 2015-Present

- Cross-trained for multiple departments and maintained flexibility to work wherever need was greatest, mentoring both new hires and fellow team members
- Leveraged personal network and networks of colleagues to recruit industry thought leaders to speak at conferences, with minimal financial incentives

Intern, State House of Representatives, Salt Lake City, UT Spring 2015

- Gained experience lobbying and corresponding with House Representatives and staff, setting up meetings and discussing opportunities for future communication
- Established professional rapport with colleagues in multiple industries and locations
- Influenced team of seven in meeting goals and working toward common targets





In an Interview:

What did you do to prepare for this interview today?

Where do you see yourself in 5 years?

How do your personal goals and values fit in with our company?





In an Interview:

If I have another candidate of the same qualifications, what would be my preference for selecting you?

Describe a situation when your work wasn't up to expectations. What happened?
What action did you take?

What are you expecting to learn from our company?

