SDSU Student Accounting Society

Meeting Minutes: KPMG
"Resume Workshop"
September 17, 2018

Presenters:

Allison Reams	San Diego Recruiter for Tax, Audit, & Advisory
Adam Shubin	Sr. Audit Associate (3 years), SDSU alumni 2014 (Bachelors & Masters)
Nick Dougherty	Sr. Audit Associate (from Missouri)
Annie	Advisory Associate (3 months)
Aaron Rausov	Associate, SDSU alumni (SAS & BAY)
Harrison Raney	Audit Associate (2 months)

2 former interns that will have full-time positions in 2019

Presentation:

Key dates/deadlines found on KPMG flyer, with Allison Reams' contact information on the back

- You never get a second chance to make a good first impression
    - Without having met you, recruiters get a first impression from your resume
- Your resume is your billboard
    - All of your accomplishments are on display
- Purpose of a resume
    - Your branding of yourself
    - How you want to express yourself to recruiters
- Building your resume
    - Want to put things that set you apart from other applicants
    - Include fraternities, sororities, study abroad, etc.
    - Academic achievement
    - Campus and/or community involvement
        - Ex. Student Accounting Society!
    - Leaders and team players
        - Ex. executive officers, director positions, and/or committee positions
        - Having Student Accounting Society executive/director/committee positions are a great addition to your resume
    - Strong communication skills
    - Goal-oriented
    - Well-rounded individual

- It's okay if your GPA isn't the best, as long as you demonstrate that you are involved on-campus or even have work experience
- If you don't have any extracurriculars, you should have a perfect GPA, so keep that in mind and get involved!
- Problem solving and critical thinking skills
- Flexibility and adaptability
- Resume structure
  - Resume structure is really important
  - It is not just about what is in the resume but how it looks
  - When recruiters go through a bunch of resumes, they want to be able to easily find important information, such as GPA and graduation/CPA eligibility date
- What's wrong with this resume?
  - Want to make sure your name is at the top of your resume
  - Do not use a fancy font for your name
  - Make sure your objective is not too general
    - Also, if you are going to put a firm's name, make sure to change it when applying to other firm's
  - Need GPA to be visible
- Good Resume structure includes
  - Contact information
  - Optional objective (KPMG says leave it off)
  - Education
  - Experience
  - Extracurricular activities
  - Optional awards
    - Ex. Honor roll
  - Optional skills/interests
    - Qualifications
- Contact information
  - Need your name at top in simple font
    - Name can be bigger and in different font, but font should be similar to the rest of the resume
  - Can include home/school address, if not, just need email and phone number
  - Make sure your voicemail is set up, so recruiters know that they are calling the right person
    - "My name is [so and so], please leave your number & I'll call you back"
  - Make sure that you are checking emails and responding in a timely manner
  - Your email address needs to be something that recruiters can easily identify you with, make it professional
    - ex. YourName@emailaddress.com
  - Can leave your home address out
- Objective ← optional
  - Be specific, concise, and include:

- Position (full time/intern/summer leadership)
- Date (summer/fall/winter)
- Practice (audit, tax, advisory)
- Location (city you are interested in working)
  - Know the practice you want to work in and why
  - Know the location where you want to work and be able to explain why
    - Especially if it is not your hometown/local
- Education
  - Name of your school and location
  - Degree anticipated
  - major/minor
  - Anticipated graduation date with 150 units
    - Required for Audit and Tax
    - Not required for KPMG's advisory
  - Cumulative GPA and major GPA
    - Transcripts will have your GPA, but it makes it easier for recruiters to find your information
  - Make sure to put expected graduation date
    - ex. June 20XX (Expected)
    - This is needed so recruiters know what kind of candidate you are (leadership, intern, full time)
- Experience
  - Begin with the most recent experience and work backwards
  - Focus on accomplishments and tasks performed
  - Remember purpose of section: allows employer to identify transferable skill sets
  - Quantify whenever possible
    - Ex. I led a group of three people (vs. a group of fifteen people)
      - There is a big difference between these numbers of people
      - Better than just saying "I led a committee"
    - So they know the extent to your experience
  - Organize section by listing:
    - Employer
    - City/state of employer
    - Title
      - If you have multiple titles from one employer
      - Just bold the employer one time
      - Then put titles in the order that they occurred, under the single employer
    - Dates of employment (month/year - month/year)
    - Work experience
- Action verbs to explain:
  - communication/people skills
  - data/financial skills

- Don't worry too much about using action verbs and don't make it to wordy
- The simpler the better
- Experience
  - Keep it to one page, especially when applying for internships and new hire positions
  - If you have a lot of work experience, just list the positions most relevant to what you are applying for
- Activities / honors and awards / leadership
  - List student organizations
    - Leadership experience/positions
  - List dean's list or equivalent
  - List honors programs
  - List volunteer experience
  - List only what you can talk about
  - Don't over embellish, don't say more than what you've actually done
  - Limit inclusion of high school awards
    - Exceptions: Eagle Scouts
- Skills/ interests
  - Skills listed should be relevant to the position you are applying for
    - Ex. Computer/software proficiency
    - Do not list that you are proficient in excel if you are unable to perform even basic functions
    - Do not be surprised if employers ask you to do what your resume says you can do
  - Interests listed should be appropriate
  - List different languages that you can speak
    - Can list them all and level of proficiency (proficient, fluent, etc)
    - Include whether you can speak, write, and/or understand
- Final resume tips
  - Correct spelling and use proper grammar
  - Keep your resume to one page
  - Make it is easy to read and understand
  - Use clear and concise phrases
  - Be honest
  - Save a .PDF copy
  - Only use relevant information
- Tips - cover/thank you letters
  - Tell your story
  - Explain your GPA if necessary
    - Maybe you have a family, or work full time, and that affects your GPA
    - Let the recruiter know why your GPA is not as good as it could be
  - Explain why you want a certain position, practice or office

- Ex. why do you want to move to the LA office if you live near the SD office?
- Highlight key information on resume
- Be sure to check firm name and address
    - Sometimes people name drop, make sure that person actually works at the firm
    - Ex. I met [so and so] from Meet The Firms, it was nice talking to them about [interesting topic]
    - Make sure that this person isn't actually from another firm
- Be brief - less is more!
- Be professional; should include beginning, middle and end
- #KPMG
    - Follow/contact KPMG on social media
- Job applications are on Aztec Career Connection
    - Then there is a link that takes you to the firm's job application website
    - Submit application to both websites before the deadline
    - Have to apply at both websites to be considered for job positions
    - There's about 20 open positions, but only apply for one position
        - They have all interviews on-campus for one day (you do not want to have 20 interviews in one day; plus it is time-consuming for the interviewers)
        - Apply for the position that you really want

Questions:
- Do employers frown upon name dropping?
    - No, just make sure it is the right name/from the right firm
- Will there be a link to submit recommendation letters?
    - No, we don't really ask for those
    - You can try to fit those into cover letters
- Should I list my Minor GPA, since employers want the Accounting GPA?
    - List both
- If I am a graduate student, do I still have to list my undergrad GPA?
    - Just make sure to list your Master's GPA
    - Can leave off Undergrad GPA