Meeting Minutes
KPMG
September 01, 2015

Presenter:
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Presentation & Notes:
10 Steps to Get Ready for Fall Recruiting

#10 Go to Career Services
● All jobs, internships and events will be posted on the career services website
● Look for workshops
● Get acquainted with deadlines
   ○ All position deadlines 10/03/2015
● Utilize the resources available at career services

#9 Create a Great Resume
● Things that differentiate you
   ○ Any job is great experience
● Know your CPA eligibility date!
   ○ Full Time- May 2016/ December 2015
   ○ Internships- May 2017/ December 2016
   ○ Summer Leadership- May 2018/ December 2017
● Use an email you check daily
● Resume workshop on 09/04 in Career Services

#8 Look the Part
● Invest in a nice business professional outfit
   ○ Doesn’t have to be expensive, it has to be professional!
● Be aware of business etiquette
● Present yourself in a professional manner

#7 Meet the Firms
● October 02, 2015 at 3:00 PM
● Most important recruiting event in the fall
● Know who you want to talk to
● Start learning about different practices
#6 Pick a Practice
- Must pick ONE
- Visit kpmgcampus.com to learn more about each practice
- Applying for more than one will not increase your chances

#5 Pick a Location
- San Diego and Bay Area positions are posted on Aztec Career Connection
  - You may apply to other locations as well
  - Know the reason why you would want a different location
- There are programs that facilitate moving to different locations, but those are usually after you’ve been with the firm for a couple of years

#4 Apply
- Do not miss deadlines- Resume submission deadline for KPMG is October 4th
- Apply through Career Connections AND KPMG website
- Do not apply to multiple postings
  - If interested in multiple postings, apply for one and explain your interest in other postings on the Cover Letter.

#3 Network
- Attend student organization meetings
- Visit office hours
- Keep in touch with the professionals
- Talk to students on campus that have interned

#2 Get Ahead
- Recruiting is a full time job
- Get ahead in school work so there’s time available for recruiting events
- Let employers know that you might need time off for events and interviews

#1 Be the Best You!
- Be Confident
- Enjoy the process
- Good and bad attitudes are both contagious, chose the right one.
Questions

Question: What do you think about cover letters

Answer: Cover letters are a great way to explain a low GPA, talk about your experiences and express your interest for opportunities in different locations. They are also a great writing sample. One very important thing, if you are going to customize your letter make sure the letter is addressed to the right firm and the right recruiter!

Question: What is something that can set you apart?

Answer: Let yourself be known. Meeting professionals face-to-face is a great way of setting yourself apart. Firms get hundreds of resumes, and knowing who you are makes a difference.