Meeting Minutes
KPMG
September 9, 2014

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

#10 Go to Career Services
- All jobs/internship postings are on the SDSU career services website
- Resume workshops
- Get acquainted with deadlines! Fall Recruiting has been moved up this year!
- Utilize the resources available to you

#9 Create a Great Resume
- KPMG Resume Workshop on Friday, 9/12 at 12 PM in the Career Services
- Start thinking of traits, experiences, and qualities that differentiate you
- Know your CPA Eligibility Date! (different for audit/tax)
- Use an email address you check daily

#8 Look the Part
- Invest in a nice business professional outfit
- You can find a nice suit at a reasonable price!
- Awareness of business etiquette (strong hand shake, look people in the eye)

#7 Meet the Firms
- SDSU Meet the Firms: October 3, 2014 at 5 p.m.
- This is one of the most important recruiting events in the Fall
- Know which firms you want to talk to before hand
  - Have your questions planned out
- Start learning about different places
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#6 Pick a Practice
- You must pick ONE practice to apply to
- Go to www.kpmgcampus.com to learn more about each practice and what they do
- Applying to more than one practice will not increase your chances (make a choice!)
  - Knowing what you want is important

#5 Pick a Location
- San Diego and Bay Area postings are on Aztec Career Connection
- KPMG has offices all over the US- other options are available
  - Look into your preferences and make them known during the recruiting process
- You must select one location to apply for- do NOT apply for multiple postings!
  - You are not able to apply to multiple locations or postings on KPMG’s website
    (they will block you from applying twice)

#4 Apply
- DO NOT miss the deadlines- KPMG resume submission deadline is October 5th
- Apply through the Career Services site AND the KPMG site (instructions on Career Services)
- DO NOT apply to multiple postings
- If you are interested in multiple postings, select your first choice and explain other interests

#3 Network
- Attend student organization meetings
- Stop by office hours
- Keep in touch with the professionals that you’ve met (send follow up emails)
  - They will better recognize you
- Talk to students on campus that interned last summer
  - Ask questions! Interns are a great resource for you to get info. about the firm you’re interested in

#2 Get Ahead
- Many will tell you recruiting is a “full time job”
- Get ahead in your school work so you have time for recruiting
- Let your current employers know that you might need time off for events, interviews, etc.
#1 Be the Best You!

- Be confident
- Enjoy the process
- Good and bad attitudes are both contagious, catch the right one!

Questions:

**Question: How do you make a good first impression?**

**Answer:** Ask a question you’re actually interested in. Don’t ask professionals about things that you truly don’t care about. When you’re genuinely interested, it makes the conversation more natural.

**Question: What do you look for in cover letters?**

**Answer:** Public accounting is a lot of writing, so firms use cover letters as a writing sample. Make sure to have clear and concise sentences that give us an idea about who you are. Elaborate on things that aren’t on your resume. Show that you’re able to express yourself.

Also, have a mentor, or someone who has already gone through the process, look over your cover letters before you send them out. They have experience and can give you great feedback.