

Accounting Student Checklist

Sponsored by: Accounting Society & Beta Alpha Psi

<ul style="list-style-type: none"><input type="checkbox"/> Join Accounting Society<input type="checkbox"/> Join Beta Alpha Psi<input type="checkbox"/> Join ALPFA<input type="checkbox"/> Attend a meeting where a firm presents<input type="checkbox"/> Network with a professional<input type="checkbox"/> Get a professional's business card<input type="checkbox"/> Send a follow up email within 24 hours<input type="checkbox"/> Have coffee with a professional<input type="checkbox"/> Have lunch/dinner with a professional<input type="checkbox"/> Attend UCR's Accounting & Finance Career Fair<input type="checkbox"/> Create a resume<input type="checkbox"/> Have a professional or board member critique your resume<input type="checkbox"/> Attend a mock interview<input type="checkbox"/> Attend a firm tour<input type="checkbox"/> Become a board member of an organization<input type="checkbox"/> Send your resume to a recruiter or professional<input type="checkbox"/> Talk with a recruiter<input type="checkbox"/> Write a cover letter<input type="checkbox"/> Apply for internships<input type="checkbox"/> Get a phone interview<input type="checkbox"/> Get an on campus interview<input type="checkbox"/> Get an in house interview<input type="checkbox"/> Attend a Summer Leadership Program<input type="checkbox"/> Receive an internship offer	<ul style="list-style-type: none"><input type="checkbox"/> Complete an accounting related internship<input type="checkbox"/> Attend Beta Alpha Psi/Accounting Society or ALPFA's Spring Banquet<input type="checkbox"/> Attend ALPFA National Convention<input type="checkbox"/> Attend a social<input type="checkbox"/> Join CalCPA<input type="checkbox"/> Participate in VITA<input type="checkbox"/> Volunteer<input type="checkbox"/> Introduce a student to a professional<input type="checkbox"/> Talk to a partner<input type="checkbox"/> Achieve a 3.5+ GPA<input type="checkbox"/> Find out when and how you will have 22.5 quarter units<input type="checkbox"/> Learn about the CPA Exam<input type="checkbox"/> Talk with a board member<input type="checkbox"/> Create a LinkedIn profile<input type="checkbox"/> Have a professional photo taken<input type="checkbox"/> Create an email signature<input type="checkbox"/> Learn cc versus bcc in email<input type="checkbox"/> Learn how to use excel (PivotTable, Vlookup, macros, keyboard shortcuts)<input type="checkbox"/> Employer proof your social media accounts (remove inappropriate photos or posts)<input type="checkbox"/> Meet with your adviser about when you graduate<input type="checkbox"/> Found an organization<input type="checkbox"/> Graduate!
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This checklist was created for YOUR benefit. If you are determined to complete most, if not all, of the items on this checklist, you will leave UCR a successful accounting student with a budding career.