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PREPARING FOR THE MSCPA CAREER FAIR: GETTING THE MOST OF YOUR EXPERIENCE

Why should I attend?

- To meet representatives of public accounting firms that might not interview on your campus.
- To learn more about a firm than what you find on its Web site. You will get a sense of the firm's culture by meeting its people and asking the right questions.
- To make a great first impression – here's your chance to stand out in person in a way that isn't possible on a resume.
- To develop your network of career contacts.
- To get general information about career options and specific information about current job openings.
- To practice interviewing skills.

How should I prepare for the Fair?

- Write a resume that will win you an interview.
- Bring plenty of copies to the Fair; you will not need cover letters.
- If you need help in creating a clear, well-organized resume visit your campus Career Center.
- Research the firms that will be participating.
- Determine which firms are of the most interest but don't limit yourself. A list of participating accounting firms will be posted on https://secure.mscpaonline.org/events/special_events.php
- Prepare a brief introduction and practice your handshake. For example, "Hello, my name is Jared Towne. I'm a senior accounting major at UMASS Boston and would like to learn more about career opportunities at ABC."
- Know the dress code. You should regard the Career Fair as a professional event and wear interview attire.

What should I do at the Fair?

- Speak with a representative from each accounting firm that is of interest to you.
- Ask good questions.
  For example: What would a typical work week be like for a new hire? Why did you choose to work for ABC? How would you describe the culture of your firm? What is the average length of time an employee remains with ABC?
- Be prepared to answer questions about your career goals, employment experience, school activities, etc.
- Hand the recruiter a copy of your resume and ask for a business card. Thank them for their time.
- Carry a simple padfolio to keep your resume organized and ready.
- Interpersonal skills, communication skills and business social skills are critical because employers want to hire people who can make a good impression on their clients. Have a firm handshake and make good eye contact.

What should I do after the Fair?

- Write an e-mail to a representative of each accounting firm that was of particular interest to you. Thank them again for their time and indicate that you enjoyed speaking with him/her. If possible, include something specific about what you learned from your discussion at the Fair. Attach another copy of your resume for their convenience.