



ACC 216/Career Services Assignment Checklist

1681 5th Avenue | (304) 696-2370 | www.marshall.edu/career-services

Appointment Date/Time: _____

- Develop a resume, cover letter, and reference list using attached samples, and resources found on the Career Services website
- Save your documents to a jump drive and bring these with you to your previously scheduled appointment at Career Services
- Give your yellow completion card to your professor. (You will be given your yellow card when all three documents have been reviewed by a Career Services staff member, uploaded to JobTrax and approved.)

Important!

You must have drafts of all three documents on a jump drive with you at the time of your scheduled appointment with Career Services. If you do not have all three documents, your appointment will be rescheduled to a later date.

Do not bring paper copies of your resume, cover letter and references.

Please refer to your ACC 216 class syllabus for due dates and the extra credit timeline.

Students who reschedule their appointments more than twice will not be scheduled until after the extra credit deadline, and will not receive extra credit points for the assignment.

If you do not show up for your scheduled appointment and fail to call to cancel or reschedule your appointment, you will NOT be eligible for extra credit. Call 304-696-2370.

Regardless of whether you choose to complete the assignment within the extra credit time period or not, **this is a required assignment for the ACC 216 course.**

To access your JobTrax account:

1. Log-in to your **myMU** account.
2. Click on the JobTrax logo on the left hand side.
3. If this is your first time using JobTrax, you will need to update your profile, fill out all required fields and save the changes before proceeding.

www.marshall.edu/career-services



NAME

address,
phone
email

SKILLS

(List your strengths or skills that are relevant to the position you are applying for.)

- xxxxxxxxxx
- xxxxxxxxxx
- xxxxxxxxxx
- xxxxxxxxxx
- xxxxxxxxxx

EDUCATION

Institution name,

Location, State

Degree

Major ..., minor

Graduation date

GPA (if above a 3.0)

INTERNSHIP

(If applicable, list internships, student teaching, or other clinical experiences)

WORK EXPERIENCE (List employers, list most recent experience first and work back in reverse chronological order)

Employer name

Employer location, state

Position title

Employment dates (from - to)

- job duties
- job duties
- job duties

Employer name

Employer location, state

Position title

Employment dates (from - to)

- job duties
- job duties
- job duties

HONORS & ACTIVITIES

List your accomplishments, honors, memberships, volunteer work, etc.

REFERENCES

Provided upon request

Mary Smith

210 Forrest Bay, Huntington, WV 27509

304-555-5555

smith007@marshall.edu

SKILLS

- Strong academic background in accounting and finance
- Excellent communication skills
- Excellent time and project management skills
- Working knowledge of Microsoft Office

EDUCATION

Marshall University; Huntington, WV

B.B.A. Accounting, GPA: 3.85

Expected graduation - May 2016

INTERNSHIP

Blake & McCoy

Huntington, WV

Accounting Intern

January 2008 - May 2008

- Performed general accounting duties
- Prepared individual tax returns under direction of CPAs
- Used computerized accounting system to enter and process client data
- Prepared corporate accounts payroll

WORK EXPERIENCE

Chase Bank

Huntington, WV

Note Clerk (*part-time*)

March 2006 - Present

- Calculate and adjust interest on commercial and mortgage loans
- Call existing and potential clients with new service and product offers
- Provide customer service

Best Buy

Barboursville, WV

Shift Manager

June 2000 - February 2006

Credit Associate

July 1999 - May 2000

- Supervised staff of six employees
- Processed credit applications
- Solicited credit customers in person and through telemarketing

HONORS & ACTIVITIES

- Marshall University Dean's list; Fall 2007, Spring 2008, Fall 2008
- Accounting Club, Secretary
- Huntington Area Habitat for Humanity, Volunteer, 2001 - Present

REFERENCES

Available upon request

January 11, 2015

Marco Marshall
12 Penny Lane
Huntington, WV 25705

Ms. Mary Smith, Hiring Director
HR Department
Merck Pharmaceuticals
Edison, NJ 08529

Dear Ms. Smith:

Introductory paragraph: In this paragraph, include information on who you are, why you are writing, and specifically where you have learned about this position opening. If you have learned about this position through another person, consider mentioning his or her name (personal referrals frequently get more attention).

Argument paragraph: One to three paragraphs. It should convince the employer that you have the right skills to fulfill the position requirements. Point out important features of your resume that pertain to the position you are applying for. Try to indicate specific knowledge of the position and the organization to which you are applying to show that you have true interest in this position and organization.

Closing paragraph: It should be short. Ask for an interview and you can either indicate that you will contact the employer on a specific date to follow up (active method), or leave at that and wait for the employer to contact you (passive method).

Sincerely,

Marco Marshall

January 11, 2015

Marco Marshall
12 Penny Lane
Huntington, WV 25705

Ms. Mary Smith, Hiring Director
HR Department
Merck Pharmaceuticals
Edison, NJ 08529

Dear Ms. Smith:

Please accept my cover letter and my resume as an application for the Pharmaceutical Sales Representative position, which was advertised at JobTrax, Marshall University's employment website, on November 12, 2008. I'm also writing at the suggestion of Bill Moyers, who recommended that I apply for the position.

As you will note from reviewing my resume, I have a BS in Marketing and one year of outside sales experience along with excellent communication and analytical skills. I am task oriented, diplomatic and able to interact professionally and socially with individuals from all backgrounds. Through my performance, management style and product knowledge at my current position, I have earned the recognition and respect from the upper management. I have become the company troubleshooter, frequently called to handle problem accounts that no one else seems to be able to save.

I feel that my education, experience, enthusiasm and persuasive ability would be a great asset to Merck Pharmaceuticals. I welcome the opportunity to meet with you to discuss my qualifications. I look forward to your reply.

Sincerely,

Marco Marshall

Enclosure: Resume

References for (Your Name)

Mike Black, former supervisor
Managing Director
Xerox Corporation
Phone: 555-555-5555
E-mail: mblack@xerox.com

Mark Smith, current supervisor
PR Director
Johnson & Johnson
Phone: 555-555-5555

Dr. Mary Kay, professor
Marshall University
Phone: 555-555-5555

For the purpose of the ACC216 assignment you may use fictitious references, as the purpose of the assignment is to learn how to format a reference list.



Accounting Internship

The Gibbons & Kawash internship program helps to educate college students on the growth and diversity of the public accounting industry giving students an opportunity to gain valuable accounting experience and start a career. Interns in our taxation and audit departments receive comprehensive training on our paperless office system and an orientation on firm policies and procedures. Every effort will be made to expose the intern to all aspects of the accounting profession.

Responsibilities:

- Assistance with audits and reviews
- Compilation and write-up of client financial statements
- Assistance with preparation of business and individual tax returns
- Work closely with a senior or manager who will provide continuous feedback and personalized training

Terms:

Our program typically runs from May through August. Our offices hours are Monday through Friday, 8am to 5pm. Interns can expect to work a minimum of 20 hours a week. We will consider other arrangements on an individual basis. Interns will be compensated on an hourly basis. Time worked over 40 hours per week will be compensated at time and a half.

Qualifications:

- At a minimum, applicants must be in their junior year of study for a bachelor degree in accounting
- All students must be in good academic standing with a minimum 3.5 GPA
- Applicants must have completed (or be in the process of completing) Intermediate Accounting II
- Excellent computer skills and working knowledge of Microsoft Excel and Word is required
- Accounting, auditing, and taxation experience is a plus



Employer: The Baltimore Life Companies

Job Title: Agent

Responsibilities:

We are looking for candidates who can help fulfill the key commitment we've made to our clients and communities. Candidates will be responsible for trust-based relationship building, client-focused insurance plan design, plan implementation and maintenance for all our clients. Sales and insurance experience are NOT mandatory. Our ideal agents are energetic self-starters who thrive as part of a team of marketing professionals. The ideal candidate will have a college degree or equivalent experience, be licensed to sell life and health insurance, or be willing to pursue a license.

Qualifications:

- Experience is not required in Sales or Marketing
- Excellent Interpersonal Skills
- Excellent Communication Skills
- Successful work or academic record
- Dependable/Reliable
- Organized & Self-Disciplined
- Highly Ethical
- Career Focused
- Coachable
- Less than 20% travel required



Employer: Staples Inc.

Job Title: Business to Business Sales Consultant - Dover-New Philly / Cambridge Ohio

Position Summary:

We are currently seeking a motivated, high-energy Business Consultant to focus on new account development in the Dover-New Philly / Cambridge, OH area.

Responsibilities:

In this position the right candidate will...

- Effectively utilize our Staples sales strategy and ensure the company meets revenue and profit objectives through targeted prospecting of small, mid-size and large accounts
- Be responsible for developing a new customer base
- Work with a defined sales quota focusing on initiating relationships with multi-level decision-makers through phone, marketing mailer campaigns, in-person contacts, and presentations
- Have a typical work week consisting of office and field days including face-to-face contact with your prospective new accounts

Qualifications:

- College degree
- 1 – 3 years of successful sales experience
- Knowledge of products, pricing, competition and sales objectives
- Ability to succeed in a competitive selling environment
- Knowledge of Customer Relationship Management tool (CRM) beneficial
- Industry knowledge a plus
- Proven self-starter with energy and motivation to find, develop and close sales
- Must be results oriented and driven by both financial and career opportunities
- Demonstrated strong time management skills
- Demonstrated strong verbal and written communication skills
- Proficiency in PowerPoint, Excel and Outlook



Employer: K-Mart

Job Title: Loss Prevention Associate

Responsibilities:

Responsible for providing excellent customer service, protecting company assets through activities in safety, inventory recovery, and internal and external theft. Loss Prevention associates assist with reduction of loss of inventory, time, and assets, monitors surveillance equipment, and apprehends shoplifting suspects.

Ensures customer care and selling are #1 priority

- Practices operation invitation and positive customer interaction by smiling and greeting every customer that comes within working area
- Interacts with customers to determine and meet customer needs, provide assistance and support and ensure a positive shopping experience
- Understands the store layout, services and locations of merchandise Tours area of responsibility and prioritizes jobs as needed
- Effectively demonstrates Take customer to the merchandise policy and assists customers as needed
- Detects and respond to external theft incidents Is effective in detecting theft potential through external sources
- Effective in monitoring internal incidents and reporting to Loss Prevention Lead/Manager and Store Manger
- Monitors areas of visible shrink and assists in correcting deficiencies
- Assists in reporting and following up on customer accidents and assists to maintain a safe, clean store
- Assists in training store associates on proper safety procedures and equipment, loss prevention and shrink control measures/procedures
- Completes required inventories and audits at the request of the Store Manager and Loss Prevention Lead/Manager
- Works with Loss Prevention Lead/Manager utilizing loss prevention physical monitoring equipment
- Utilizes the Loss Prevention Information System and its reports
- Maintains a professional appearance and demonstrates a high level of confidentiality on internal integrity opportunities
- Accounts for and ships all outbound merchandise, including Genco/Vendor returns accurately and in accordance to Company policy
- Ensures all claims are processed and up to date on outbound merchandise deliveries
- Performs other duties as assigned

Qualifications:

- Strong verbal, written and analytical skills
- One year retail experience, loss prevention experience or equivalent
- Must be able to make appropriate decisions in stressful situations
- Must be able to follow written and verbal instructions
- Repetitive bending, lifting, stretching and reaching skills
- Must be 18 years of age or older