

step-by-step guide to crush the

CAREER

FAIR

in accounting



the
BEAN COUNTER
with Andrew Argue

Intro

Congratulations!

This is a very exciting time in your college career. Career Fairs are stressful, but exhilarating. By the end of this day, we will see if you've passed the laugh test. What does this mean? It means that based on your credentials and your social interactions with the firm or company so far, the company is still interested in you.

This is not the time to get cocky. You need to be calm, curious, enthusiastic, and humble when interacting with everyone from the company or firm you're speaking with.

This is often the first step in the interview process and you need to execute. Hiring in accounting is a long process and for many of you, this will be your first interaction with the company.

Intro (continued...)

After the career fair, you'll move on to the **campus interview and the office interview**. The main difference between these two is that the campus interviews are typically held by members of the firm's human resources department (i.e. recruiters) and the office interviews are conducted by actual CPAs and audit staff. However, depending upon your line of service, a partner or a manager may interview you on campus.

Read on as this eBook will help you get through the career fair so you have a chance at the interview process! Good luck!

Preparation

Research The schools typically have a career services website where you can learn about each of the companies attending the event. This is a REQUIREMENT if you're going to the career fair. You need to make sure you're prioritizing the firms that you want to see in advance. Many companies will have a 30-80 person line, and if that firm is your top choice, you don't want to show up in the last hour of the event and potentially miss your chance.

You also need to check out the website of the company you're looking for. Look for them in media publications such as goingconcern.com. Find out what charities they're involved in, major clients they serve in your area, and what type of programs they offer for someone like you (training, tours in other countries, summer leadership programs, etc.). This research will not only serve as a great conversation starter, but it also will show that you did your research.

Preparation (continued...)

Clothing Make sure your clothes are ironed and ready the day before. If you're worried about your look, ask a couple of friends or even send us a picture at andrew@thebeancounter.org. You don't want to walk in with something that doesn't fit, is outdated, sloppy, and doesn't match.

Resume Be sure it's polished before you show up. There should be no spelling errors and it should be clear and concise, and one page in length. Print 50 copies of your resume before you attend, and if possible, make sure the paper is unique. Check your local office supply store, or Amazon for weighted paper.

Detailed Portfolio No need for the career fair as you won't have enough time to go through it. Let's save it for the interview!

There's so much to consider for your resume. Be prepared and head to our [resume](#) webpage for helpful tips.

Preparation (continued...)

Cover Letter Bring a cover letter if a specific company requires it - however, that is very rare for a career fair. Save the cover letter for online job submissions and just go for the one-page resume. If you would like more information regarding cover letter services, check out our [Cover Letter](#) webpage.

Business Cards Business cards will only make you more of what you already are. If you're disorganized, poorly dressed, poorly presented, and your picture is on the business card, that thing will be scanned and sent to the whole office before you get to bed. However, if you're clean, polished, fresh, it can really help you stand out.

Elevator Speech You need to make sure that when you walk into the career fair, and you make eye contact with that first person, you're ready to smile, and calmly and confidently walk up to them and start conversing (next page).

Preparation (continued...)

“Hi, how are you? I’m happy to meet you as I wanted to make sure I talk to as many people as I can from “X company”. I was checking out your website and saw that you are one of the companies that offers summer leadership adventures and want to talk to someone about what the experience is like, and what I need to do to apply.”

They may ask for your resume and you’ll exchange pleasantries. Maybe they are from the same school as you, or even lived in the same dorm, were part of the same fraternity, or had a common professor.

Be calm, relaxed, and make eye contact. As I always say, be **enthusiastic, curious, and don’t be weird!**

Note: See our Elevator Pitch eBook for more on this!

The Day Of

Initial Approach It's important that once you make eye contact with someone - as long as there is not a line - walk up to them and initiate the conversation. The last thing you want to do is circle the room, and never stop to talk to people you've passed by.

Be sure that you're making the most of your time at the career fair (i.e. there are a couple of key people you MUST talk to). While I know that Sally was your tutor in intermediate accounting and now she works for that company, the odds are that Sally does NOT make the decision.

You must Meet the Partners/Upper management...

Want the full version?

This is just a preview, for the full version of this eBook, visit the link below and join The Bean Counter's course!

thebeancounter.com/course

If you have any questions so that I can better help you obtain your goals, please don't hesitate to reach out to me at andrew@thebeancounter.org.

You can also follow me on twitter @andrewargue.

Thank you!

