

**aCBAT Career Services:**

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309 SW Room 309 Sam Wilson Hall



[CBAT Career Services](#)

**Accounting Professionals**

**Networking Night**

MON, September 15, 2025

3-5 PM, Brinkley Center Ballroom

**BEST PRACTICES for ACCOUNTING NETWORKING NIGHT**

1. **Resumes: BRING PLENTY!!!!** Do not wait until the last minute to get your resume in order. You should ask someone else to review your resume, such as a professor, co-worker or friend. For resume writing video tutorials, visit <https://bergg.etsu.edu>.

**YOUR RESUME. Include the following on your resumes:**

- **YOUR AREA OF PROFESSIONAL INTEREST:** Audit Internship, Tax Internship, Full-time Tax, Full-time Audit, Controllershship, Forensic, Governmental, Accounting IS, Internship, etc.
  - **DATE OF AVAILABILITY:** When can you start?
  - **CPA READINESS:** \_\_\_\_\_ Where are you? *Note: You no longer need 150 hours to sit for the exam BUT you do need 150 hours for licensure.*  
Sitting for exam: Bachelor's degree with 24 hours in business coursework and 30 hours in accounting, including Principles of Accounting.)
  - **CPA TESTING COMPLETION:** If you have passed parts of the CPA exam, list near the top of your resume.
  - **CELL NUMBER/EMAIL ADDRESS**
  - **GPA—Optional (Share if 3.0 or higher)**
  - **PROFESSIONAL MEMBERSHIPS:** TSCPA, AICPA, Beta Alpha Psi
2. **PREPARATION:** You will need to **research firms** ahead of time, prepare an “infomercial” about yourself as well as **wear professional business attire or a suit** (navy, gray, beige, black with collared blouse/shirt and dress shoes/pumps in similar color). Bucky's Career Closet in the Carrier Center of the Culp is a great resource for free professional attire. Bring **lots of copies of error-free resumes** and a firm handshake!
  3. **PROCESS:**
    - Fair is an in-person event between 3-5 pm. Come when you can.
    - Sign-in at the registration table when you arrives.
    - **Be sure to leave a copy of your resume at the registration table.**
    - Be patient as you wait your turn to talk to and impress the firm reps.
    - Introduce yourself. Give them your resume; wow them with research on the firm/company. **Smile!**
    - Be focused. Know what you are interested in and be able to verbalize your goals.
    - Be able to answer questions about your resume and “What do you know about us?”
    - Dress professionally! (Bucky's Career Closet offers free, professional attire.) Look nice.
    - Collect business cards, if available, for follow up thank you letters.

# Accounting Networking Night as a Job Search Strategy

<https://etsu.joinhandshake.com/login>

## **The Ground Rules: Preparation = Success**

1. Research companies of interest; check out corporate web sites. If time is a factor, research those companies of greatest relevance to *you*.
2. Plan your strategy; which companies are mission critical to your goals? Visit those companies first, if possible. (“work personality” vs. “corporate culture”)
3. Recognize that companies have diverse reasons for attending: soliciting resumes for full time and/or internship hiring; building name recognition on campus; pre-screening candidates for a campus recruiting visit; evaluating fit between academic programs and corporate needs; solidifying alumni connections; marketing graduate programs. These events may be staffed by HR professionals or by someone “from the field” who *may or may not* be comfortable in this role.

## **Bring:**

1. Numerous copies of your resume. If you have different versions, make sure you give the appropriate version to the right company. NO TYPOGRAPHICAL ERRORS! This is the employer’s first example of your work.
2. Confidence: be confident—not cocky. This is not the time for self esteem issues. Watch your body language; shake hands firmly, and make effective eye contact.
3. A smile.
4. A one minute “infomercial” about yourself which covers: your name, graduation date, major or degree program, what you seek, your career interests, and a summary of what attracted you to the company.

EXAMPLE: “Hi, I’m \_\_\_\_\_, a \_\_\_\_\_ major graduating in \_\_\_\_\_. I have career interests in the areas of \_\_\_\_\_ and \_\_\_\_\_ and am seeking an internship/full-time position beginning \_\_\_\_\_. In researching your company, I learned that you are \_\_\_\_\_ and wondered if you could share more details with me about this new \_\_\_\_\_.”

*Let them know you have done your homework.* Ask about specific entry level jobs. Drop a name if you know one.

## **Attract employers by:**

1. Dressing professionally. Don’t drag “stuff”—backpacks, coats, etc.—with you. Have your resume in a portfolio. See Melinda if you have questions about this.
2. Hooking them with what you’ve done.
3. Impressing them with your level of knowledge about the organization; you’ll stand out from the rest. Can you answer: “*What do you know about our firm?*”

4. Going solo—avoid the “rat pack” syndrome.
5. Arriving early in the day; some employers may need to leave a bit earlier than the event actually ends in the afternoon.
6. Being courteous. Don’t interrupt an employer’s conversation with another student.
7. Being honest.

### **Eliminate your chances by:**

1. Confusing one employer with another employer.
2. Showing them you are “desperate” and will take any job.
3. Asking about salary.
4. Requiring the job to be located in Piney Flats.
5. Asking personal questions.

### **Don’t forget:**

1. Collect business cards. Enjoy the SWAG—cups, jump drives, etc.—but avoid juggling too much stuff.
2. Grab brochures.
3. Jot notes on the back of the representative’s business card for use in follow up correspondence. This helps them remember you in your thank you letter to the employer.
4. Say “thank you”—critical words as you move on to the next employer.
5. Give your resume to a person; don’t just leave it on the table.
6. Ask for the time frame for the interview process or for their hiring cycle *as appropriate*.

*Handout adapted from the following sources:*

“Sell Yourself at the Career Fair” by Sally Kearsley

“How to Get the Most Out of Career Fairs” by Pamela S. Joell

“A Few Words about Career Fair Etiquette,” Career Recruitment Media, Inc., 1999-2004

“Employer Expectations of Students at a Job Fair” by Amber Palamares, *NACE Journal*, Winter, 2000

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## **ACCOUNTANCY NETWORKING NIGHT**

**DATE: 9/15/2025 from 3-5 PM**

**LOCATION: ETSU Brinkley Center**



**PROFESSIONAL DRESS AND RESUMES REQUIRED FOR ENTRY!!!!**

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### **PREPARE BY.....**

- ✓ Researching companies: “NEWS,” “CAREERS,” “HISTORY”
- ✓ Bringing error-free resumes
- ✓ Creating an introduction (see handout ☺)
- ✓ Dressing professionally—**NO JEANS**. Wear a suit if you have one!
- ✓ Watching body language—eye contact, firm handshake, smile