

Accounting Recruitment Quick Guide

Each fall, Career Services coordinates the on-campus recruitment process for accounting majors. Accounting firms typically hire new employees one year in advance. So make sure you know the deadlines and that you're well versed in the process.

Save and Upload Your Transcripts Early!

We recommend that you save an (unofficial) .pdf version of your academic transcript via MyOswego and upload it to LakerLeads.

Apply via LakerLeads by September 18, 2017

1. Register for a LakerLeads account at: <https://oswego-sunyism.symplicity.com/students/>
 - a. Choose "yes" for the last two questions regarding system emails and résumé books
 - b. Click submit
 - c. Check your email account for verification message and follow link it provides to activate account

2. Upload Your Documents
 - a. Upload one résumé, one .pdf transcript and cover letters for each company
 - b. Click on the "documents" tab at the top (complete "Academic Information" page if prompted)
 - c. Click the "add new" button at the bottom of the page
 - d. Name the document to be uploaded something obvious (ie. Morris_resume.doc or Bonadio_cover.doc)
 - e. Choose the type of document you are uploading (résumé, cover letter, etc.)
 - f. Browse to the document you wish to upload and click submit
 - g. If you wish to upload additional documents, click "add new" and continue

3. Find a company and apply for a job
 - a. Click on the "Opportunities" tab on the left and select "SUNY Oswego Opportunities" from drop down menu
 - b. Search by company name in "Keyword" box
 - c. Click the correct job title to view more information about that company and the position.
 - d. Click the APPLY button - A popup box will appear. Pay CLOSE attention to the application procedures/requirements.
 - e. Choose the documents you wish to send them and click "submit."
 - f. To apply for additional jobs, click the "SUNY Oswego Opportunities" tab on the left, and then type in another company name in the keyword box.

Prepare for the Application Process:

Your résumé and cover letter creates your first impression with each firm - it is critical that these are done well. In addition to the workshops and drop-in hours in our office, you may want to take advantage of our OptimalRésumé system: <http://oswego.optimalresume.com>.

Quick Tips from Recruiters on Résumés and Cover Letters:

- You don't need an objective - take that sucker off your résumé!
- Include your home address (they like to see where you're from!)
- Explain why you want to relocate in your cover letter
- Mention if you're planning to enroll in a 5-year program and your expected completion date
- Include your expected graduation month and year and cumulative GPA
- Planning to take the CPA exam?
 - Be clear that you've met the 150-credit hour requirement
 - Include your MBA and expected graduation date
- Include all of your work experience and relevant campus involvement
- Proofread your documents and have them critiqued!

Drive-through Résumé Critique Hours:

Before class, drop off a résumé or cover letter draft at our table near the Wall Street Café on the second floor of Rich Hall. Stop by again after your class and we'll have some notes prepared for you. Our coaches are available on the following dates:

- | | |
|--------------------|-----------------------------------------------|
| • September 6, 13 | 1:15 p.m. - 3:00 p.m. |
| • September 11 | 9:00 a.m. - 11:15 a.m. |
| • September 12, 14 | 9:15 a.m. - 11:00 a.m.; 1:00 p.m. - 4:00 p.m. |

Participating Firms:

Bonadio Group	Fust, Charles, Chambers
Bowers & Co.	Grossman St. Amour
Dannible & McKee	Insero & Company
Dermody, Burke & Brown	KPMG
DiMarco, Abiusi & Pascarella	PwC*
Ernst & Young*	Rapid Response Monitoring Systems
Firley, Moran, Freer & Eassa	Turning Stone Casino Resort
Freed Maxick*	

*Résumé collection only.

Application Deadline: September 18, 2017!



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