

Fall 2008
RECRUITING PACKET



*Beta Alpha Psi - Theta Phi Chapter
Western Washington University*

MEET THE PROFESSIONALS NIGHT

What?

- Our Beta Alpha Psi chapter's annual networking event which allows students to meet and mingle with professionals from CPA firms as well private industry and government accountants
- Professional reception with appetizers and beverages
- Professional attire is appropriate

When?

- Friday, October 3
- 6:30 - 9:30 PM

Where?

- The Crowne Plaza Hotel Seattle – Evergreen Ballroom
- 1113 6th Avenue Seattle, WA

Who?

- Professionals from local, regional and national CPA firms
- Industry and government accountants
- Students and faculty from Western
- Students and faculty from other schools in the region

Why?

- An easy way to meet professionals from a variety of firms and in a various positions to help determine your interests
- Meet people who will be interviewing you – put a face to the name on your resume!
- Demonstrate to professionals your interest and dedication which sets you apart from many applicants

Cost

- \$25 per student ticket
- A small price to pay for your future!

Some Items Professionals Notice

- Whether speech patterns of student are grammatically correct
- How well you mingle with a variety of individuals (as opposed to being silent or only speaking to a few people during the duration of the event)
- The types of questions asked – e.g., you *should already know* the basic information/requirements/application process for taking the CPA exam and information that is obtained by spending 5 minutes at the company's web site

*For current announcements and suggestions, check the Beta Alpha Psi website:
<http://www.cbe.wvu.edu/clubs/bap/>*

FALL ON-CAMPUS RECRUITING INFORMATION

Company	Application Due Date	On Campus Interview Date
Bader Martin	October 10	October 24
Clark Nuber	October 20	October 27
Clothier and Head	October 15	October 22
Deloitte	October 6	October 13
Ernst and Young	October 3	October 14
Falco Sult and Company	October 16	October 23
Grant Thornton	October 8	October 16
Larson Gross	October 3	October 8
Moss Adams	October 10	October 24
Peterson Sullivan	October 13	October 22
Varner, Sytsma and Herndon	October 17	October 28

Reminders

- Remember to check the Career Center's Website frequently for updates on the Employers Recruiting Calendar.
<http://www.careers.wvu.edu/oncampus/studentrecruit5.aspx#>
- As employers may have different application requirements, go online for the most up to date materials requirements or contact the Recruitment Services Coordinator at 650-2944 or careers@wvu.edu.
- Many firms require that you apply both online on their website AND with the Career Services Center.

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CAREER CENTER WORKSHOPS

- Thursday, October 2, 4pm: Interview Techniques Workshop in OM 280K
- Tuesday, October 7, 6-8pm: Resume Writing Workshop PH210
- Thursday, October 9, 6-8pm: Resume Writing Workshop PH210
- Thursday, October 16, 4pm: Preparing for a Career Fair Workshop VU567
- Monday, October 20, noon: Preparing for a Career Fair Workshop VU567

Ways to Prepare from On-Campus Recruiting Events

- Sign up to receive automatic weekly emails of job and internship openings online at the www.careers.wvu.edu
- Attend workshops offered by the Career Services Center
- Meet with a Career Counselor. BE READY TO INTERVIEW!

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RECRUITING TIPS

- Be confident
- Grades are important! Work on your GPA.
- Be involved! A great GPA but no extracurricular activities will not get you very far. Join groups such as Accounting Society and Beta Alpha Psi and do more than just show up for meetings. Join a committee, run for an officer, do volunteer activities, etc. All of these things will build a lacking resume. This cannot be stressed enough!
- Career Days (normally held spring quarter) are a great opportunity to get to know a firm, as well as the people who work there.
- Attend Meet the Professionals Night and Spring Banquet to network with firms. It is important to get to know the people in the firm before you go through the recruiting process.
- Be outgoing and interested in learning about various opportunities and talk to as many professionals as possible.
- Call someone at a firm and ask them if they would like to meet you for lunch sometime. They really do want you to take them up on their offer!
- Don't put all your efforts into one firm. Keep you options open.
- Keep an open mind with all opportunities that come your way.
- Be patient. If you don't hear from a firm right away, or if someone gets a phone call before you do, don't think you've missed your chance with that firm.
- Dress appropriately for different activities (lunches, barbecues, office visits, etc.). Know when you should be dressed professionally, business casual, and so on.

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WHAT TO WEAR

Casual Attire

- When: Intro Night, Candidate Night, Spring Barbeque, some summer events

Business Casual Attire

- When: Weekly Meetings; career days; office tours; lunches with professionals
- Men: Khakis or slacks; dress shirt or polo shirt; leather shoes; leather belt; dark socks; well groomed; conservative jewelry
- Women: Slacks or a knee length skirt; blouse, tailored sweater or sweater set; conservative colors and fabrics; conservative jewelry; natural makeup; leather closed-toed shoes

Professional Attire

- When: Meet the Professionals Night; interviews; Spring Banquet
- Men:
 - Two piece matching suit – black or dark blue solids or subtle pattern
 - Tie – not too flashy
 - Long sleeved dress shirt
 - Dark socks
 - Leather lace-up or slip on dress shoes
 - Leather belt that matches shoes
 - Well groomed facial hair
 - * If you don't have a suit jacket, a shirt and tie will be fine!
- Women:
 - Two piece matching suit – skirt or pants (tailored but not tight!)
 - navy, dark grey, brown or black
 - Tailored blouse – solid color or subtle pattern
 - Leather shoes that match suit – not too high, no chunky heels, no stilettos
 - Panty hose – solid, sheer, neutral color
 - Conservative jewelry
 - Natural makeup
- Both:
 - Neat hair
 - Polished shoes
 - No missing buttons
 - No lint
 - No tags
 - Clean, pressed and properly fit clothes
 - Light perfume or cologne

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RESUME SUGGESTIONS

This is a collection of resume tips from various local accounting professionals

Getting Started

This is a large task, take time to do it well and revise!

1. Get help - ask people you know to remind you of your accomplishments
2. Writing and editing are different tasks - write first and edit later
3. Form and content are important - most important are your GPA and the overall look of your resume (you have 3-5 seconds to make an impression)
 - Put the most important things at the top and work down
 - Be concise but don't make it look too compact
4. Make sure there are NO ERRORS!
5. Do not make assertions you cannot back up
6. Emphasize the positive and deemphasize the negative
7. Be consistent in form, lettering, and voice
8. Make sure to write from the perspective of the employer
9. Write to sell and inform, but make it interesting to read
10. Limit it to one page
11. Be aware of deadlines and start early

Basic Format

Top Half (this is what will be seen first, i.e. most important)

1. Name
2. Address, phone, email
3. Objective
4. "Selected Achievements" or "Skills Summary" Section

Bottom Half

1. Education (could possibly go up higher)
2. Experience (not necessarily paid)
3. Honors and Awards - could be separate or included with another relevant section

Explanations of Basic Format

1. Name

- No less than size 20 font
- Make it stand out—after all, this is about you!

2. Address Line

- Make sure font is consistent
- Should be smaller font than name
- Include your temporary and permanent addresses if necessary

3. Objective

- Tells how clearly you have thought about what you want and what you have to offer
- Indicate the type of position you want
- Indicate something specific about the firm that attracts you to it (size, environment, type of clients, public/private, etc.)

For current announcements and suggestions, check the Beta Alpha Psi website:

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- Could include location you want to work at
- 4. Achievements or Skills Summary**
- Make your sentences short and to the point
 - Cover a variety of topics
 - Include the best points about you (this is what you have to offer!)
 - Always start with an action verb—no pronouns
- 5. Education**
- Include your school, degree and expected graduation date
 - Include your CPA eligibility date if necessary
 - If your GPA is higher than a 3.4, include it along with accounting GPA
- 6. Experience**
- Use a skills-based resume if you have little paid experience
 - Chronological resume is good with some experience (more traditional)
 - Can play off of classroom experience or volunteer experience
 - Make it results-oriented, i.e. *here's what I did and here was the outcome*
- 7. Honors and Awards**
- Make it concise and chronological
 - Only include most recent ones

A Note on Appearance

- Make sure there is consistency in font and style
- Bold type accentuates, italic diminishes importance
- Use phrases and no periods
- Make sure verb tense is consistent
- White space is important; too much clutter can be overwhelming
- Stay away from repetitive words
- Make it look professional
- Use heavier grade, resume paper in white or ivory
- Overall look is important

See the end of the packet for excellent examples of Resumes and Cover Letters from current students and alumni!

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THE INTERVIEW PROCESS

**Adapted from Ernst & Young's *Going Places! Elements of Success*
and your past BAP officers**

Key Things Public Accounting Firms Look For

- Positive attitude
- Leadership skills
- Technological skills
- Intelligence
- Professionalism
- Motivation
- Sense of humor
- Teamwork
- Flexibility
- Communication: written and oral
- Personal presentation—dress and actions
- Lifelong learners - people who really want to be there
- Low maintenance individuals

What the Interviewer is Evaluating

- Can they do the job?
- Will they do the job?
- How will they fit into the firm's environment?

Common Mistakes Made During an Interview

1. Quiet Speech

Speaking in a small, soft voice reduces your personal power. If this is difficult for you, practice speaking with volume when you are alone.

2. Apologies

People tend to make frequent apologies without realizing it. It is fine to make a sincere apology for something, but excessive apologies where you assume inappropriate responsibility are unnecessary and may be annoying to others.

3. Self-Effacement

Another sign of non-assertion and low personal power is the "I'm not sure if this makes sense, but..." self insult. Watch for the habit of prefacing your remarks with negative, self-discounting phrases.

4. Empty Adjectives and Superlatives

When you lace your language with frequent superlatives ("fabulous", "outstanding", etc.), filler words that do not add anything ("just", "really", etc.), or unnecessary qualifiers ("I'd sort of like to explain...") you lose communication power. The more directly you say what you mean, the more powerful your message becomes.

5. Tag Questions

Ending declarative statements with a tag question ("It's crowded in here, isn't it?") is often an indirect way of seeking approval from others. Speak for yourself with "I" statements, and stop hedging with disqualifiers, apologies, tag questions, or appeals for verification.

6. Eye Contact

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Failure to look your interviewer in the eye is a serious error in an interview. It is usually a sign of fear or timidity. Take notice of the interviewer's reactions to your answers.

The On-Campus Interview

1. Preparation

- Mock interviews are a good idea
- Know your resume and be ready to expand on it
- Do some research on the firm and format a few intelligent questions to ask
 - Make sure the questions are meaningful to you (i.e. things you want to know about the firm that is not apparent with simple research)
 - Be able to change your questions during the interview
- Make sure to schedule in enough time—come early and allow 30-45 minutes for the interview
- Bring references and a clean resume

2. During the Interview

- First impressions are key - dress to impress!
- Have a firm handshake
- Have good eye contact
- Practice good listening
- Be clear and concise in your communication
- Ask questions!

3. Follow-up

- Always send a handwritten thank you note or a professional email

The Office Interview

1. Preparation

- Come prepared; same ideas as mentioned above
- Schedule enough time - plan for 4-5 hours with a meal
- Understand what you want to learn from the firm
- Know that you will be exposed to multiple people at all professional levels
- Bring a tablet (professional-looking notebook) with questions
- Expect both formal and informal presentations

2. During the Interview

- Don't bring in drinks
- Have a firm handshake and good eye contact
- Be careful of your actions - don't put a purse on the table or take off your suit coat in a professional setting
- Have high energy and show interest in the firm
- First impressions are key
- Never let your guard down - every minute of your time at the firm you are being evaluated
- Have fun - let them know you want to be there
- If there is a meal, exercise the best table manners possible

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- If you're a male, act like a gentleman (yes, you should open doors and pull out the chair of a female interviewer)
- Be careful what you order - nothing messy or that will get stuck in teeth
- Refrain from drinking alcoholic beverages and never have more than one if the situation calls for it

3. Follow-up

- Always send a handwritten thank you note or professional email
 - Personalize the note for each interviewer
- If you really like the firm, let them know
- If you receive an offer, take time to make sure the firm you choose is the best fit for you
 - Have continuous communication and let firms know where you are in your decision process
 - If you need to know more about the firm in order to make a decision, ask
 - If you decide to decline an offer, let the firm know ASAP, so they might extend an offer to someone else

Interview Tips

1. Dress professionally...always wear a suit to an interview!

2. Be on time, but not too early

- Arrive with enough time to prepare yourself for the interview
- Do not arrive more than 15 to 20 minutes early
- Allow time to get coffee, relax, etc. if needed

3. Research the occupation and firm before you go

- Develop intelligent questions
- Start with the internet...most firms have a website

4. Prepare questions you may want to ask during the interview

- Be flexible and ask questions that pertain to the interview
- Try to tailor your questions to what the interviewer has told you

5. Ask for a business card to obtain the accurate name, title, and address information of your interviewer

- If you don't get this information, a quick call to the firm's receptionist can clarify things

6. Follow up all interviews with a thank-you letter

- This can be professionally typed or hand-written
- Send a thank-you to each person who interviewed you, took you to lunch, etc.
- Do not send one thank-you to the entire group

7. Carry a professional-type folder which contains extra copies of your resume

- Most interviewers already have a copy of your resume in front of them, but bring more just in case

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HAYLEY GARDINER

BELLINGHAM, WA 98229

PHONE: (360) 527- [REDACTED] • E-MAIL: [REDACTED].@GMAIL.COM

HIGHLIGHTS OF QUALIFICATIONS

Ethical, mature, professional, and motivated to succeed.
Comprehensive leadership experience.
Excellent oral and written communication skills.
Proficient in Microsoft Windows, Word, Excel, and PowerPoint.

EDUCATION

Western Washington University, Bellingham, WA; GPA 3.50
Bachelor of Arts – Accounting & MIS – Expected Graduation Date: June 2010
CPA Exam Eligible Date: June 2010

CIVIL AIR PATROL ACHIEVEMENTS AND LEADERSHIP

Over five years of service in Civil Air Patrol, a non-profit volunteer organization.

Staff positions held at Bellingham Composite Squadron

Administrative Officer, 2007-Present	Executive Officer, 2005
Cadet Advisory Counsel Representative, 2007	Flight Commander, 2004-5
Activities Officer, 2006	Flight Sergeant, 2004

Leadership and Skills training

National Honor Guard & Emergency Services training, 2004-5
Regional Cadet Leadership School, 2004
Advanced Training Squadron (*advanced boot camp*), 2004
Basic Encampment (*boot camp*), 2003

OTHER WORK EXPERIENCE

Sterling Life Insurance – Provider Relations Analyst, Bellingham, WA; 2007-Present
Build and maintain provider files to support accurate claim processing.
Express Personnel Services – Temporary Light Industrial Work, Bellingham, WA; 2005-2006
Nature's Path Foods USA Inc. – *General Warehouse Labor*
Baker's Breakfast Cookie – *Warehouse Operations/Packaging of Cookies*
APEX-Micro America – *Assembling Antennas*
Macy's – *Unpacking Merchandise*
La Belle Incorporated – *Assembly Work/Freight Handling*
Fairhaven Village Inn – *Housekeeping*
Seattle Pacific University Work Study – Housekeeping Assistant, 2006

HONORS AND ACTIVITIES

Over 200 volunteer hours: Vacation Bible School, Whatcom Humane Society, Food Bank, etc.
Member, WWU Accounting Society 2007-Present
Member, WWU Sailing Team 2007-Present
Secretary, Silver Wings (*Air Force ROTC volunteer organization*) 2006
Member, Air Force ROTC 2005-2006
Volunteer, Junior Achievement 2005
Recipient, CAP Corporate Scholarship 2005

Patrick B. Zanin

@aol.com

Permanent Address:

Dr.
Ferndale, WA 98248
(360) 384-

Current Address:

Ridge Dr.
Bellingham, WA 98229
(360) 961-

Objective:

To obtain a summer audit internship

Qualifications:

- Hardworking, reliable, and responsible.
- Quick learner with great time management skills.
- Works well with a team or individually.
- Have intermediate knowledge of Microsoft Word, Excel, Access, Tax-wise, & Lacerte

Education:

Western Washington University
BA Accounting/Human Resource Management (06/07)
Cumulative GPA: 3.4 Accounting GPA: 3.4 Management GPA: 4.0

Experience:

Washington State Department of Revenue 6/05-Present
Assist Revenue Agents in the excise tax audits. This consists of verifying income, deductions, exemptions and the retail sales tax or use tax paid on capital assets and consumables. Participated in tax discovery cases, responsibilities included researching companies and confirm they were registered in the state and were paying all necessary taxes.

Archer Group P.S., CPA's 2/05-4/05
Interned for the 2005 tax season, and was responsible for preparing individual, partnership, S-corporate, and fiduciary tax returns in a timely and efficient manner.

Beta Alpha Psi Secretary 3/05-3/06
Elected to office by group of peers. Accountable for taking minutes of each meeting and presenting them in a professional manner to the officer board. Organized a committee to keep and sustain accurate records of attendance at all BAP meetings & activities. Maintain nametags for professional, student and faculty attendees.

Activities & Honors:

- Accounting Society Mentor 2004-present
- Member of WWU Beta Alpha Psi/Accounting Society 2003-present
- Tax Aid Volunteer 2005, 2006
- Accounting Tutor 2005, 2006
- Beta Alpha Psi Silent Auction Committee Coordinator 2006
- Beta Alpha Psi Silent Auction Committee 2005, 2006
- Beta Alpha Psi Tax Aid Committee 2005, 2006
- Beta Alpha Psi Spring Banquet Committee 2005
- Beta Alpha Psi Meet the Professionals Committee 2005
- Beta Alpha Psi Meet & Greet Committee 2005
- Intramural Captain & Participant 2003-present
- Western Washington University Presidents List 2003-2004
- Recipient of Washington Promise Scholarship 2002 & 2003

Zachary Nordwell

601 [REDACTED] St. #306
Bellingham, WA 98225
(360) 305-[REDACTED]
[REDACTED]@hotmail.com

STRENGTHS:

- Strong communication skills.
- Ability to lead others.
- Dedication to assigned tasks and projects.
- Ability to function and work with co-employees in teams and groups.

EDUCATION:

Western Washington University Accounting GPA 3.49
Bachelor of Arts in Accounting Overall GPA 3.42
Expected graduation June 2006

- President of Theta Phi Chapter of Beta Alpha Psi, March 2005 - present
- Chairman of Spring Banquet Committee, May 2005
- Presenter at Beta Alpha Psi National Meeting in San Francisco, CA, August 2005
- Member of Theta Phi Chapter of Beta Alpha Psi, Dec. 2003 - present
- Achieved The President's List, June 2004

RELATED WORK EXPERIENCE:

Bakerview Nursery and Garden Center
Bellingham, WA

Cashier
April 2005 - present

- Enhanced communication skills by coordinating efforts with a sales force of 30 employees.
- Performed duties efficiently and effectively in a high volume and fast paced environment.

Western Washington University
Bellingham, WA

Tutor
Sept. 2004 - present

- Demonstrated ability to explain concepts in core business courses at Western Washington University.

Mud Cat
Port Townsend, WA

Barista / Salesperson
Aug. 2001 - Sept. 2000

- Developed communication skills by working with customers and team skills by working with fellow employees.
- Collected cash and credit payments, made periodic bank deposits, and assisted customers with questions regarding store inventory.
- Ordered and maintained specific levels of inventory for espresso operations.

Madrona Planning and Development Services
Port Townsend, WA

Office Assistant
2000 - 2001

- Answered phone calls and communicated with clients.
- Utilized organizational skills by cataloguing library of documents and texts.

VOLUNTEER ACTIVITIES:

- Volunteer at Accounting Tutorial Center, Dec. 2003 - present
- Volunteer at Beta Alpha Psi National Meeting in San Francisco, CA, August 2005
- Volunteer at Beta Alpha Psi Regional Meeting in Bellingham, WA, April 2004
- Volunteer in numerous community events including Dracula Dash Fun Run 2004, tree planting, telephoning volunteers for Whatcom Volunteer Center, and sorting clothes at Blue Skies for Children.

Christine Healy

4006 North [redacted] Ave #202

Bellingham, WA 98226

425-319-[redacted]

[redacted]@hotmail.com

Objective

To acquire accounting experience through a summer internship

Highlights of Qualifications

- Hard working, organized, dedicated, punctual, reliable, responsible, enthusiastic, effective communicator, proven team leader
- Quick learner and accomplishes assigned tasks in a timely manner

Education

Western Washington University

Bellingham, WA

Bachelor of Arts in Accounting and Economics

- Expected Graduation: June 2006
- CPA Eligible: June 2007
- GPA: overall 3.69, Accounting 3.84

Honors and Activities

Organizations and Awards

- Treasurer, Theta Phi Chapter of Beta Alpha Psi April 2005-Present
- Treasurer, WWU Accounting Society April 2005-Present
- Member, Theta Phi Chapter of Beta Alpha Psi 2005-Present
- Member, Beta Gamma Sigma National Business Honor Society 2005-Present
- Member, WWU Accounting Society 2004-Present
- Ernst & Young Learning and Leadership Program (EYLLP) 2005
- Presidents List: Spring 2005, Spring 2004, Fall 2003, Spring 2003

Community Service and Volunteer Activities

- Meet the Professionals Night Co-Chairman 2005
- Tax Aide Volunteer 2005 & 2006
- Volunteer Accounting Tutor 2005 & 2006
- Various Beta Alpha Psi volunteer activities

Work Experience

Joseph P Deacon, CPA

Bellingham, WA

Office Assistant

October 2004-June 2005

- Prepared individual and s-corporation tax returns

Bickford Motors, Inc

Snohomish, WA

Receptionist/Office Assistant

June 2001-June 2002, Summers of 2003, 2004, 2005

- Answered phones, cashiered, filed, customer service

Computer Skills

- Proficient with ProSeries Accounting Series
- Proficient with CCH Online Tax Research Software
- Proficient with Microsoft Excel, Word, and PowerPoint

Jeff Willoughby

2020 Mill Ave. • Bellingham, WA 98225 • (509) 781- • @cc.wwu.edu

Summary of Selected Qualifications

- Senior accounting and finance double-major at Western Washington University working toward attaining my CPA
- Strong communication skills with the ability to work and coordinate well with others

Education

- Earned 3.4 GPA in accounting and 3.25 overall while at Western
- Elected by peers as Executive Vice President of WWU's Beta Alpha Psi chapter and Accounting Society
- Intend to finish my undergraduate degrees at WWU in spring of 2006, and be eligible to sit for the CPA exam at that time

Work Experience

GRANT THORNTON, LLP, Seattle, WA, June 2005-September 2005

Audit/Assurance Internship

- Participated in one-week training session in San Francisco, CA
- Performed staff-level work on numerous engagements, including reviews, audits and 401(k) work

PROEBSTEL MICHELS CPA's, Sunnyside, WA, June 2004-September 2004

Internship

- Performed staff-level work on audit of small client
- Prepared and filed personal tax returns
- Assisted in producing and analyzing financial statements

VALLEY SPRAY LLP, Grandview, WA, Summers of 1999, and 2000

Book keeper

- Entered checks, deposits on a daily basis using Quick Books
- Performed monthly customer billing
- Handled customer service functions

Volunteer Activities & Other Achievements

TAX AIDE, January 2005-April 2005

- Participated in three training sessions to become a certified volunteer
- Assisted lower income and elderly individuals in filing their tax returns, four hours a week throughout tax season

TUTORIAL CENTER, Spring 2005-Present

- Staffed and coordinated all aspects of the accounting student tutorial center in the accounting department

Alexa Volwiler

30 Ferry Ave. Apt. 215 • Bellingham, WA 98225 • (360) 303- • @gmail.com

EDUCATION

University of Washington, Seattle, WA, Master of Professional Accounting

- Expected graduation date: June 2007

Western Washington University, Bellingham, WA, Bachelor of Arts in Accounting, 2006

Minor: Business Administration

- Graduated Magna Cum Laude Cumulative GPA: 3.82 Accounting GPA: 3.82

QUALIFICATIONS

- Professional, hardworking, intelligent graduate student
- Takes direction and works hard to achieve goals
- Easily fits into the roles of either a team member or a team leader
- Consistently organized and prepared for upcoming tasks

PROFESSIONAL EXPERIENCE

- Intern, Grant Thornton LLC, Seattle, WA, winter 2006
- Participant, Ernst & Young Learning and Leadership Program, summer 2005

VOLUNTEER EXPERIENCE

- Coordinator, MoneySense: Campaign for Financial Literacy, 2005-2006
Organized and taught free seminars to help college students understand topics in personal finance
- Volunteer, Tax Aide, 2005
Assisted local elderly and low income people in filing their personal income tax returns
- Tutor, Native American Mentoring Program, 2004-2006
Assisted a middle school child each week to develop stronger academic skills
- Team member, Deerfield Farm Equestrian Team, 1996-2005
Trained a novice horse to become a world champion in a year, as well as continue to assist and inspire my team members to improve their riding and leadership skills

ACTIVITIES

- Assistant Treasurer, Theta Phi Chapter of Beta Alpha Psi (WWU), 2005
- Member, Theta Phi Chapter of Beta Alpha Psi, 2005-present
- Member, Western Washington University Accounting Society, 2005-present
- Committee Member, Theta Phi Chapter of Beta Alpha Psi Spring Banquet, 2005
- Participant, Beta Alpha Psi National Meeting, San Francisco, CA, 2005
- Participant, International Mission on Business to China, 2004
- Member of the following honor societies: Beta Alpha Psi, National Society of Collegiate Scholars, Phi Eta Sigma National Honor Society, Beta Gamma Sigma Honor Society, Phi Kappa Phi Honor Society, Golden Key International Honour Society

HONORS

- Outstanding Graduate in Accounting, highest university honor, WWU Department of Accounting, 2006
- Accounting Top Ten Honor (awarded for high overall GPA), WWU Department of Accounting, 2006
- Professional/Service Best Practices Competition, 1st Place, Beta Alpha Psi NW Regional Meeting, Seattle, WA, 2006
- Excellence in Leadership and Scholarship Nominee, WWU College of Business and Economics, 2005
- Ethics Case Competition, 2nd Place, Beta Alpha Psi NW Regional Meeting, Boise, ID, 2005
- Farwest Perpetual Performance Youth 16-18 and Armature Owner/Handler Awards (highest regional honors in the Appaloosa Horse Club), 2002 and 2004
- President's List at Western Washington University, 2003 and 2006
- World Champion, Appaloosa Horse Club World Show, 2001, 2002, and 2003
- Recipient, Presidential Scholarship, nationally awarded for community service, 2002-2003

PROFESSIONAL AFFILIATIONS

- American Institute of Certified Public Accountants, 2005-present
- Washington Society of Certified Public Accountants, 2005-present

PATRICK B. ZANIN

Ridge Dr
Bellingham, Wa 98229
(360) 961-

Oct. 9, 2005

Candi Avery
Clark Nuber
10900 NE 4th St.
Bellevue, WA 98004

Dear Mrs. Avery,

It came to my attention through Western Washington University's Beta Alpha Psi program that Clark Nuber was recruiting for winter and summer interns. I believe that an internship with Clark Nuber would be a beneficial way to expand my horizons as an accountant.

Over the past year I have been continually impressed with the people that I have meet from Clark Nuber and the way they represent the firm. By stressing the importance of customer service, giving back to the community and a fair work/life balance; your representatives have made me rethink my view of what an accounting firm is and should be. This is why I have chosen to apply to Clark Nuber, because of the values that you have maintained. I believe that I would be able to uphold these same values while representing the firm should I be given the opportunity.

A little more on my educational future, my plan is to finish up my degree at Western Washington University in June of 2006. Then, for my fifth year, I hope to continue my education at WWU by obtaining a second degree Human Resource Management. After finishing my fifth year I plan to start testing for the CPA the following summer.

I look forward to a great experience learning more about Clark Nuber and all that you have to offer. Please feel free to contact me with any questions that you may have by email (@aol.com) or by phone at (360)961-

Thank you for your time and consideration.

Sincerely,

Patrick B. Zanin
Secretary
Beta Alpha Psi/Accounting Society
Theta Phi Chapter

601 [REDACTED] St., Apt. #306
Bellingham, WA 98225
(360)305-[REDACTED]

October 2, 2005

Mr. Dick Fohn
Moss Adams LLP
2200 Rimland Dr.
Suite 300
Bellingham, WA 98226-6641

Dear Mr. Fohn:

I am very interested in obtaining a position as an entry level staff accountant at the Bellingham office of Moss Adams. I have enclosed my resume and transcript for your review. I found your job position announcement at Western Washington University's Career Services Center, and I also noticed that you will be interviewing on campus. Considering that I will be an outgoing college graduate, I believe that I would be an excellent fit for the position and I believe that I can grow in experience with your company.

I am interested in your firm specifically because of the opportunities that exist for an entry level accountant in a midsize accounting firm. With Moss Adams, I will be able to work personally with clients, and I will be able to experience many different aspects of an audit. As detailed in my resume, I have kept a competitive edge in accounting and business courses, and my competence as a quick and ambitious learner will aid your firm. Through my role as the President of the Theta Phi Chapter of Beta Alpha Psi, I have proven the leadership qualities you are searching for in your organization. I have also had experience dealing face to face with customers, and satisfying their needs. I have developed strong communication skills through previous work experience, my responsibilities in Beta Alpha Psi, as well as from a Professional Communications course that I took at Western Washington University.

Coupled with my above qualifications, I also have an innate desire to work in a fast-paced environment, where my upbeat attitude and personal motivation will be assets to Moss Adams. My people skills are evident not only through my educational activities, but in the workplace and in my personal life as well. I am very excited to prove what I have to offer to Moss Adams.

I am available to meet with you to discuss my resume and qualifications at your convenience. I would welcome the opportunity to share with you my enthusiasm to work at your company. You may contact me via e-mail at [REDACTED]@hotmail.com or via telephone at (360)305-[REDACTED].

Thank you very much for your consideration.

Sincerely,



Zachary Nordwell

Enclosure

Christine M. Healy

4006 North Ave #202, Bellingham, WA 98226
425.319. .
@hotmail.com

January 23, 2006

Ernst & Young, LLP
999 Third Ave, Suite 3500
Seattle, Washington 98104-4086

To Whom It May Concern:

I would like to express my interest in pursuing a summer internship in taxation with Ernst & Young, LLP. I will graduate from Western Washington University in June 2006 with a Bachelors of Arts in Accounting and Economics. Enclosed is my resume for your review and consideration.

While at Western Washington University, I have taken an active leadership role in Beta Alpha Psi. I am the current Treasurer of both WWU's Beta Alpha Psi and the WWU Accounting Society. My leadership skills have been demonstrated through the weekly meetings, co-chairing Meet the Professionals Night 2005, and representing our chapter at the Thomas J. Burns National Student Seminar in Fall 2005.

I have succeeded as a student at Western Washington University. I have been recognized as a member of Beta Alpha Psi and Beta Gamma Sigma. I have a 3.68 cumulative GPA and a 3.84 Accounting GPA. The accounting courses I have completed are: Financial Accounting (A-), Managerial Accounting (A), Accounting Info Systems I (A), Intermediate Accounting Theory and Practice I and II (A-), Intermediate Accounting Theory III (A), Individual Taxation (A), Cost Accounting (A), Not-For-Profit Accounting (B+) and Corporate Taxation (A). I am currently enrolled in Law of Commercial Transactions and Advanced Accounting Theory, and in the Spring I will take Tax Research and Planning.

In addition to my studies, I have volunteered for Tax Aide (Volunteer Income Tax Assistance) during the last two tax seasons, was a volunteer tutor at our accounting tutorial center for the last three quarters, and I have volunteered a significant amount of my time to various Beta Alpha Psi programs and committees. I also worked last year for a local tax accountant in Bellingham, where I gained a lot of practical experience.

Taxation is my main focus of study, so an internship would be a great learning opportunity. I have always been interested in taxation, and over the last few years I have developed a passion for the topic. I feel that I am taking the next step in following my dreams by applying to a Masters of Professional Accountancy Taxation program at the University of Washington and Arizona State University. Upon completion of my master degree in June of 2007, I will be eligible to sit for the CPA exam.

I am interested in a tax internship at the Seattle, WA or Phoenix, AZ office. The Seattle office is my first choice because I live in the greater Seattle area and I love the Pacific Northwest. I was a student last summer in the LLP program, and I had a wonderful time getting to know the staff at the Seattle office. The Phoenix office is my second choice because I am interested in attending ASU for graduate school.

My goal is to excel in a dynamic accounting firm. With my accounting and leadership skills, along with my strong work ethic and enthusiasm, I envision making a valuable contribution to Ernst & Young. I look forward to the opportunity to meet with you and further discuss the position. Thank you for your consideration.

Sincerely,

Christine M Healy

Enclosure

Jeff Willoughby

2020 Mill Ave. [REDACTED] • Bellingham, WA 98225 • (509) 781-[REDACTED] • [REDACTED]@cc.wvu.edu

February 10, 2005

Mr. Dana Leslie
Grant Thornton LLP
520 Pike Street, Suite 2800
Seattle, WA 98101

Dear Mr. Leslie:

I am a highly motivated individual looking for an internship to gain valuable experience and jumpstart my career. Throughout my time in college, I have performed very well in the classroom setting, but would enjoy the challenge of exposing myself to some real-life situations.

While at Western, I have been involved with our Beta Alpha Psi chapter and participated in volunteer activities through the club. Last summer I had an internship with a local firm, in which I was able to get a small taste of the accounting profession, and test my academic principles. It definitely sparked my interest to learn more. I am a team-oriented person, with good communication skills, and am excited to learn and work with new people.

I am very interested in interning with Grant Thornton, and hopefully building a career there. Please consider me for the position. I look forward to hearing from you, and thank you for the consideration.

Sincerely,

Jeff Willoughby

Enclosure