



SALEM STATE UNIVERSITY
CAREER SERVICES

Accounting and Finance

MAJOR CAREER GUIDE

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ACADEMIC INFORMATION

Follow this link to the Salem State University Accounting and Finance home page. Here you will find program information, degree options, course listings, events information and much more:

https://catalog.salemstate.edu/preview_program.php?catoid=38&poid=4375

WHAT CAN I DO WITH MY MAJOR?

Are you an Accounting and Finance major or are you considering Accounting and Finance as a major? Follow the link below to the “What Can I Do With My Major?” resource on the Salem State University Career Services web site: <https://elearning.salemstate.edu/courses/939337/pages/what-can-you-do-with-your-major>

PROFESSIONAL ASSOCIATIONS

As in any profession, staying connected to professionals in your field is vital. Below are links to professional associations for Accounting and Finance professionals. Stay up to date with industry trends, connect with fellow Accounting and Finance professionals and utilize resources for job searching:

[The Institute of Management Accountants](#)

[The Institute of Internal Auditors](#)

INFORMATIONAL INTERVIEWING

Informational interviewing is a method of gathering information about career options, industries and employers. It is an opportunity to learn about a particular job from someone already in the field. It is *not* a job interview, but it can help you learn about job opportunities and build your network for when the job search comes. This is an ideal chance to help you gain a more thorough understanding of a particular industry or job. It's also a great way to determine “is this what I want to do?” and to learn about different paths others have taken to get where they are.

JOB SHADOWING

Another way to gain access and information to your industry of choice is by job shadowing. Job shadowing is an opportunity to follow a professional in your field for an agreed upon amount of time. Typically, job shadow experiences will last anywhere from one day to one week. Much like an informational interview, this is your opportunity to see firsthand a “day in the life” of a professional.

VOLUNTEERING

Volunteering is another great way to learn about what to expect when working in your industry. Similar to a job shadow, you will be able to see a “day in the life” of a professional while also contributing some of your own skills or services. Volunteering can give you a chance to gain new expertise and help you narrow down your specific interests in the field. Follow the links below to help you identify current volunteer opportunities:

<http://volunteer.nsw.org/>

ADDITIONAL RESOURCES

[CPA Test Information](#)

Salem State MBA Program information:

SAMPLE RESUME

Felicia Finance

50 Pond Street, Salem, MA 01970 | 978-555-5555 | ffinance@gmail.com

EDUCATION

Salem State University, Salem, MA

Bachelor of Science, Business Administration

May 20XX

Concentration: Accounting and Finance

GPA: 3.7

Relevant Coursework: Forensic Accounting, Advanced Accounting, Auditing Theory and Practice, Advanced Financial Analysis, Financial Institutions Management

RELEVANT EXPERIENCE

IROBOT, Bedford, MA

Internal Audit Intern

20XX – Present

- Assist in the development of narrative descriptions, flowcharts, and other audit related documentation
- Analyze data obtained for evidence of possible deficiencies in controls, duplication of effort, fraud, or lack of compliance with laws, government regulations, and management policies or procedures
- Develop and assist in implementing recommendations to improve internal controls and operational processes

SANTANDER BANK, Salem, MA

Teller

20XX – 20XX

- Provided consistent customer service to internal and external customers
- Promoted, referred and sold bank products and services
- Handled cash transactions on a daily basis

WORK EXPERIENCE

RED'S RESTAURANT, Salem, MA

Waitress

20XX – 20XX

- Provided efficient service to customers
- Worked effectively as a member of a team in a busy, fast paced environment

SKILLS

Computers: Excel, Power Point, Microsoft Word, HTML, Outlook

Language: Spanish, English

INVOLVEMENT

Accounting Association, Salem State University, Salem, MA

20XX – Present

Treasurer

Latin American Student Association, Salem State University, Salem, MA

20XX - Present

Member

SAMPLE COVER LETTER

Felicia Finance

50 Pond Street, Salem, MA 01970 | 978-555-5555 | ffinance@gmail.com

Date (i.e. January 1, 20XX)

Jessica Smith
TJX Companies, Inc.
57 Highland Ave
Framingham, MA 01970

Dear Ms. Smith:

I am applying for the position of Corporate Accountant recently advertised on your web site. As my resume indicates, I am presently employed as an Internal Audit Intern at IRobot. I have completed my Bachelor of Science in Business Administration with a concentration in Accounting and Finance from Salem State University and believe that my skills and experiences make me a qualified candidate for the Corporate Accountant position.

Your advertisement specified a need for someone with experience maintaining general ledgers and financial packages and an ability to work in a deadline-oriented environment. For the past year, my work as an Internal Audit Intern has provided me the opportunity to review and process financial documentation in a fast paced environment. As a result of my work as a Teller at Santander Bank, I have developed the analytical and communication skills needed to succeed in this type of role. My strong organizational and interpersonal skills will be a benefit while working in the Corporate Accountant position at TJX Companies, Inc.

I appreciate your time and look forward to talking with you further about the position of Corporate Accountant. I welcome the opportunity to further discuss my qualifications and thank you for your consideration.

Sincerely,

Felicia Finance

Enc: Resume

SAMPLE COMPANIES

AMAZON
AP ACCOUNTNG AND FINANCE
BNY MELLON
BOSTON MEDICAL CENTER
CAMBRIDGE ASSOCIATES
CAMBRIDGE SAVINGS BANK
CITY OF SOMERVILLE
COMMONWEALTH OF MASSACHUSETTS
DELOITTE
DUNKIN BRANDS INC
ENDURANCE INTERNATIONAL GROUP
ERNST & YOUNG
H&R BLOCK
IROBOT COPORATION
JOHN HANCOCK FINANCIAL SERVICES
KPMG
LIBERTY MUTUAL
NEIGHBORHOOD HEALTH PLAN
OXFORD PROPERTIES
PUTNAM INVESTMENTS
PWC
RAYTHEON
SANDANDER BANK
STATE STREET
SUN LIFE FINANCIAL
THE ROBERT ALLEN GROUP
TJX COMPANIES INC
U.S BANK
US ENGINEERING
W.B MASON COMPANY INC
WAYFAIR