



WAYNE STATE UNIVERSITY
MIKE ILITCH
SCHOOL OF BUSINESS

Career Services

**SAMPLE
EMPLOYMENT PACKET
for ACCOUNTING STUDENTS**

SAMPLE EMPLOYMENT PACKET FOR ACCOUNTING STUDENTS



Welcome to your Student Employment Packet, Warriors!

This packet is designed to help you prepare for and successfully apply to internships, full-time/part-time positions or other student employment opportunities. Inside this packet, you will find the following essential documents:

A Cover Letter Sample

A customizable cover letter template to help you professionally introduce yourself to employers and express your interest in a position based on the job you are applying to.

Internship Resume Sample

This template is ideal for students seeking internships. It focuses on showcasing academic achievements, relevant coursework, core competencies and any hands-on experience, whether from projects, part-time jobs, or volunteer work. Use this template to demonstrate your potential and eagerness to gain practical experience.

Entry-Level Resume Sample

Perfect for recent graduates or students entering the workforce. This template emphasizes your degree, relevant job or volunteer experiences, core competencies and transferable skills. It highlights your readiness to take on a professional role by focusing on your education and accomplishments.

A Graduate Resume Sample

Ideal for students returning to school to either grow within their current industry or pivot to a new one. This template balances professional experience with academic accomplishments, helping you demonstrate your readiness for advanced studies while positioning yourself for career growth or a successful transition to a new field.

A Reference Page

A reference page template where you can list individuals who can vouch for your qualifications and work ethic. Make sure to ask permission before including their contact details. Check the companies' website before you apply to see if they accept references. Keep in mind, some companies do not.

This packet is a valuable tool for any college student seeking to apply for internships, jobs, or other opportunities. Feel free to modify and personalize the documents as needed to match your unique qualifications and experience.

Best of luck with your internship/job search!



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First and Last Name | City, State Zip Code | Email | Phone Number

Date

Employer's Name
Employer's Address
City, State Zip Code

Dear Hiring Manager,

I am writing to express my interest in the Audit & Assurance Internship position at Deloitte. I am currently pursuing a Bachelor of Science in Business Administration with a major in Accounting at Wayne State University, Mike Ilitch School of Business. While this would be my first formal internship, I have built a strong foundation in accounting principles through my coursework, and I am excited about the opportunity to apply my knowledge in a real-world setting.

Throughout my academic journey, I have gained a solid understanding of accounting practices and procedures. I have experience working with financial reports, ensuring accuracy and compliance with accounting principles, and maintaining accounting records. In addition, I have developed strong skills in using accounting software such as QuickBooks, as well as proficiency in Microsoft Excel and PowerPoint, which I have utilized in various class projects and assignments.

Although I am still early in my career, I am passionate about accounting and eager to grow professionally. I am actively pursuing the necessary credit hours to meet the CPA requirements and am excited to develop my skills further in an internship environment. I believe that my academic experiences, strong work ethic, and enthusiasm for the accounting profession would allow me to make valuable contributions to your team.

Thank you for considering my application. I would appreciate the opportunity to discuss how my background and skills can contribute to Deloitte's continued success. I look forward to the possibility of speaking with you further.

Sincerely,

Your First and Last Name



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SAMPLE EMPLOYMENT INTERNSHIP RESUME FOR ACCOUNTING STUDENTS

First and Last Name | City, State Zip Code | Email | Phone Number

EDUCATION:

Wayne State University, Mike Ilitch School of Business - Detroit, MI

Bachelor of Science in Business Administration | May 20XX

Major: Accounting

GPA: 3.8/4.0 | Major GPA: 4.0/4.0

CPA Eligible: May 20XX

SKILLS & CORE COMPETENCIES:

Accounting Software Proficiency: QuickBooks, Tax Wise, Sage 50 | **Regulatory Knowledge:** GAAP and IFRS

Excel Expertise: Advanced Excel skills, including functions, pivot tables, and data analysis | **Statistical Software:** SPSS

Language: Fluent in written and verbal Spanish | **Technology skills:** Experienced with Bloomberg and PowerPoint

EXPERIENCE:

Intern Role, Name of Company or Organization – City, State | May 20XX – August 20XX

- Discuss your responsibilities and accomplishments achieved as they relate to the job duties for the role in which you are applying for
- Action-oriented + paraphrased statements (use your current job posting/experience to guide you)
- What you did (action verb) + how (relevant to job duties and quantify where applicable)
- List experiences in reverse chronological order (most recent job listed first)
- Write each bullet point in third person (no personal pronouns or possessives – all current jobs should be written in present tense and all past jobs should be written in past tense)

Audit Intern, Financial Services – Detroit, MI | May 20XX – August 20XX

- Led two engagements starting from planning through to drafting final audit reports, ensuring comprehensive coverage and timely delivery
- Advised senior management on financial discrepancies, identifying and correcting a 1.5% error in the calculation of return on investment, enhancing accuracy and decision-making
- Collaborated with an audit team on the third-largest client (\$57B in assets), assisting in meeting audit deadlines and ensuring compliance with financial reporting standards
- Trained 15 department personnel on Bloomberg tools, improving research efficiency and data analysis within the team

Seasonal Volunteer Tax Preparer, Accounting Aid Society – Detroit, MI | January 20XX – Present

- Analyze, prepare and file IRS form 1040, Michigan-1040, and city tax returns for low income and elderly individuals in the community
- Schedule appointments and provide counseling for 75+ clients, discussing strategies and tax issues to prepare clients for future tax seasons
- Complete 4 hours of formal training in addition to taking on a mentoring role for new tax preparers

ADDITIONAL ACTIVITIES:

Warriors in Accounting and Business, Vice President | September 20XX – Present

- Collaborate with the faculty, student leaders and employers to plan and execute 15+ career development and networking events for students.
- Facilitate relationships between students and professionals, ensuring valuable exposure to the accounting industry.

KPMG Rise Leadership Conference, Participant | July 20XX

- Built relationships with KPMG professionals and developed insights into career development tools, leadership concepts and the accounting industry.



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First and Last Name | City, State Zip Code | Email | Phone Number

PROFESSIONAL SUMMARY:

Motivated Accounting senior with a strong foundation in financial analysis, accounting principles, and problem-solving. Currently pursuing a CPA and passionate about applying analytical skills in a dynamic, fast-paced environment. Eager to contribute to General Motors' global finance portfolio by collaborating with cross-functional teams to solve business challenges and develop financial solutions. Ready to take on a full-time role in GM's Finance – Accounting Analyst Rotational Program beginning in June 2025.

EDUCATION:

Wayne State University, Mike Ilitch School of Business - Detroit, MI

Bachelor of Science in Business Administration May 20XX

Major: Accounting | GPA: 3.5/4.0 | CPA Eligible: May 20XX

Relevant Coursework: Financial Accounting, Managerial Accounting, Taxation, Corporate Finance, Financial Analysis, Business Law

SKILLS & CORE COMPETENCIES:

Advanced Analytical and Problem-Solving Skills | Financial Reporting & Accounting Principles | Proficient in Excel, Financial Modeling, and Data Analysis | Experience with Accounting Software (e.g., QuickBooks, SAP) | Ability to Analyze Financial Statements, Balance Sheets, and Cash Flows | Strong Team Collaboration and Cross-Functional Coordination | Excellent Written and Verbal Communication Skills

EXPERIENCE:

Accounting Internship, Doeren Mayhew – Detroit, MI May 20XX – August 20XX

- Prepared financial statements and conducted financial analyses for monthly reporting.
- Evaluated company transactions and recommended appropriate accounting treatments.
- Collaborated with the team to optimize financial reporting processes and enhance data accuracy.
- Assisted the audit team by gathering financial data and ensuring compliance with accounting standards.

Finance Internship, Morgan Stanley – Detroit, MI January 20XX – May 20XX

- Supported financial forecasting and budgeting processes, analyzing key performance indicators.
- Compiled balance sheets, income statements, and cash flow reports to track company performance.
- Worked with team members to streamline financial data collection and reporting procedures.
- Presented financial performance reports to senior leadership and provided insights for strategic decisions.

ADDITIONAL ACTIVITIES:

Wayne State University NABA, INC. Student Organization, Vice President September 20XX – Present

- Spearheaded initiatives to connect industry professionals with students for career development.
- Organized peer study groups and mentored fellow accounting students to strengthen academic performance. events for students.

Wayne State University Financial Management Association Student Organization, Treasurer September 20XX – Present

- Managed the organization's budget, ensuring accurate tracking of expenses and maintaining financial transparency.
- Developed and implemented strategies to increase fundraising efforts, resulting in a 20% increase in annual revenue.
- Collaborated with executive members to allocate funds efficiently across events and programs, optimizing resource utilization.
- Prepared detailed financial reports for board meetings, providing clear insights into the organization's financial health.

SAMPLE EMPLOYMENT ENTRY-LEVEL RESUME FOR ACCOUNTING STUDENTS



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First and Last Name | Certified Public Accountant (CPA)

City, State Zip Code | Email | Phone Number

PROFESSIONAL SUMMARY:

Experienced CPA with over 10 years of expertise in tax strategy, compliance, and wealth management for high-net-worth individuals and trusts. Skilled in delivering customized, tax-efficient solutions while building lasting client relationships. Proven leader in mentoring teams and providing guidance on complex tax issues. Passionate about staying current with tax laws and offering proactive, optimized strategies for clients' long-term financial success.

ADDITIONAL CERTIFICATIONS:

Certified Management Accountant (IMA) | Certified Internal Auditor (Institute of Internal Auditor)

EXPERIENCE:

Wealth Management Tax Consultant, Cohen & Company – Detroit, MI May 20XX – December 20XX

- Lead tax advisory and compliance efforts for high-net-worth individuals, families, and business owners, including preparation, review, and signoff of Form 1040 and multi-state filings.
- Managed the preparation of Form 1041 trust tax returns, ensuring adherence to regulatory requirements and tax efficiency.
- Provided tailored tax strategies and advice related to estate planning, trust administration, and wealth transfer for high-net-worth clients.
- Stayed current with tax law changes and industry best practices, providing clients with the most strategic advice to minimize tax liabilities.
- Built strong client relationships, ensuring satisfaction with services and instilling confidence in the firm's expertise.
- Mentored and developed junior tax staff, providing guidance on complex issues and fostering a culture of collaboration and growth.
- Led the development of tax strategies for trusts and individuals, ensuring tax efficiency while aligning with clients' long-term financial goals.

Tax Senior Associate, KPMG – Detroit, MI January 20XX – May 20XXX

- Collaborated closely with clients to develop and implement tax-efficient wealth strategies, including managing client portfolios and tax obligations.
- Conducted thorough reviews of tax returns, ensuring compliance with federal and state laws and optimizing tax strategies for clients.
- Provided insights into tax strategies that minimized estate and inheritance taxes while maximizing wealth transfer to future generations.
- Demonstrated leadership skills, helping to streamline workflows and training new staff members to manage increasing client demands.

SKILLS & CORE COMPETENCIES:

Tax Strategy and Compliance | High Net-Worth Client Advisory | Trust and Estate Planning | Tax Return Preparation | Leadership and Team Development | Strong Communication and Client Relationship Management | Analytical Thinking and Problem Solving

EDUCATION:

Wayne State University, Mike Ilitch School of Business, Detroit, MI Expected: May 20XX

Master of Science in Accounting (MSA)

University of Michigan, Ross School of Business, Detroit, MI September 20XX – June 20XX

Bachelor of Business Administration (BBA)



First and Last Name | City, State Zip Code | Email | Phone Number

JOB REFERENCES

First and Last Name | Job Title

Name of Company or Organization

Address

Phone Number

Email Address

A brief description of who this reference is

First and Last Name | Job Title

Name of Company or Organization

Address

Phone Number

Email Address

A brief description of who this reference is

First and Last Name | Job Title

Name of Company or Organization

Address

Phone Number

Email Address

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