

Sample Application Guide

ACCOUNTING STUDENTS



WAYNE STATE UNIVERSITY
MIKE ILITCH
SCHOOL OF BUSINESS
Career Services

Your Guide to Crafting a Competitive Application

This packet will help you confidently create documents to apply for internships, part-time/full-time jobs, or other professional opportunities. Customize the content to create your own strong, tailored application packet. A strong application packet will include a cover letter, resume, and reference page showcasing your skills, experience, and potential for a specific job posting.

What's Inside

- ▶ **Sample Cover Letter**
A sample letter that introduces you to employers and highlights why you're a great match for the role.
- ▶ **Sample Internship Resume**
For students seeking internships. Highlights academics, coursework, and early experience.
- ▶ **Sample Entry-Level Resume**
Ideal for students or recent grads entering the workforce. Emphasizes transferable skills and accomplishments.
- ▶ **Sample Graduate School Resume**
For students applying to grad school. Balances academic and professional experience for a strong application.
- ▶ **Sample Reference Page**
A clean, professional sample format for listing references. Always ask permission first before listing someone.

Why a Cover Letter Matters

A cover letter gives you the chance to tell your story, something a resume alone can't do. It shows employers why you're interested in their opportunity, how you fit, and what you bring beyond the bullet points on your resume.

Top Cover Letter Tips:

- **Personalize it.** Address the hiring manager by name if possible.
- **Show your fit.** Connect your experience directly to the job and company.
- **Keep it focused.** Stick to one page—three strong paragraphs are enough.
- **Be genuine.** Let your enthusiasm and professionalism come through.
- **Proofread.** Spelling or grammar errors can cost you the interview.

Why Your Resume Matters

Your resume is often your first impression with an employer. It should clearly communicate your qualifications, align with the role, and make you stand out.

Top Resume Tips:

- **Tailor it.** Customize your resume to match the job description.
- **Lead with action.** Use strong action verbs and highlight your results.
- **Quantify achievements.** Numbers make an impact (e.g., "Increased sales by 20%").
- **Keep it clean.** Use clear formatting (margins all the same, between .5" and 1"), consistent fonts (Arial, Aptos, Calibri, and no smaller than 10 pts), and avoid errors. Use the **tab** key to move dates to the right (already preset).
- **Be concise.** Limit to one page if you're early in your career. No more than two pages.

Why References Matter

References are essential when completing online applications and when employers request them. References provide employers with trusted insights about your skills, work ethic, and character from people who've seen you in action.

Pro Tip

Personalize the following document to reflect your unique strengths, experiences, and goals.

Need help? Contact Ilitch School Career Services—we're here to help you succeed—ilitchcareers@wayne.edu.

COVER LETTER GUIDE



WAYNE STATE UNIVERSITY
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FIRST AND LAST NAME

City, State & Zip Code | Email Address | Phone Number | Your LinkedIn URL

Date

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

Dear Recruiting Team,

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 welcome the opportunity to discuss how my background and skills can contribute to Deloitte's continued success with audit and assurance. I would appreciate the chance to interview at your convenience and look forward to connecting soon.

Sincerely,

Your First and Last Name

INTERNSHIP RESUME GUIDE



FIRST AND LAST NAME

City, State & Zip Code | Email Address | Phone Number | Your LinkedIn URL

EDUCATION

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

Bachelor of Science in Business Administration

Major: Accounting

CPA Eligible: May 20XX

May 20XX

GPA: 3.8/4.0

Class Standing: Junior

SKILLS & COMPETENCIES

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

Excel Expertise: Advanced Excel, 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 financial audit 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

ACTIVITIES

Vice President, Warriors in Accounting and Business, Wayne State University

September 20XX – Present

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

Participant, KPMG Rise Leadership Conference, Detroit, MI

July 20XX

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

ENTRY-LEVEL RESUME GUIDE



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FIRST AND LAST NAME

City, State & Zip Code | Email Address | Phone Number | Your LinkedIn URL

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 & COMPETENCIES

Advanced Analytical & Problem-Solving | Financial Reporting & Accounting Principles | Excel, Financial Modeling, and Data Analysis Proficiency | Accounting Software including QuickBooks, SAP | Financial Statements, Balance Sheets, and Cash Flow Analysis | Strong Team Collaboration and Cross-Functional Coordination | Excellent Written and Verbal Communication

EXPERIENCE

Accounting Intern, Doeren Mayhew – Detroit, MI

May 20XX – August 20XX

- Prepared monthly financial statements and conducted financial analyses for 10+ clients.
- Evaluated company transactions and recommended appropriate accounting treatments.
- Collaborated with a team of 5 to streamline financial reporting processes, reducing reporting time by 15%.
- Assisted audit team by gathering financial data for eight departments, ensuring compliance with accounting standards.

Finance Intern, Morgan Stanley – Detroit, MI

January 20XX – May 20XX

- Supported financial forecasting and budgeting, analyzing key performance indicators for portfolios totaling \$5M+.
- Compiled weekly and monthly balance sheets, income statements, and cash flow reports for 15+ client accounts.
- 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.

ORGANIZATIONS

Vice President, NABA, INC. Student Organization

September 20XX – Present

Wayne State University – Detroit, MI

- Spearheaded 5+ initiatives to connect industry professionals with over 50 students for career development.
- Organized and led weekly peer study groups for 30+ students, improving academic performance and fostering a collaborative learning environment.
- Mentored 10+ accounting students each semester, providing academic support and professional development guidance.

Treasurer, Financial Management Association Student Organization

September 20XX – Present

Wayne State University – Detroit, MI

- Managed a \$3000 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 6 executive members to allocate funds efficiently across events and programs, maximizing impact.
- Prepared detailed monthly financial reports for board meetings, providing insight into the organization's financial health.

GRAD SCHOOL RESUME GUIDE



WAYNE STATE UNIVERSITY
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FIRST AND LAST NAME

City, State & Zip Code | Email Address | Phone Number | Your LinkedIn URL

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.

CERTIFICATIONS

Certified Management Accountant (IMA)

May 20XX

Certified Internal Auditor (Institute of Internal Auditors)

August 20XX

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

EXPERIENCE

Wealth Management Tax Consultant, **Cohen & Company – Detroit, MI**

May 20XX – December 20XX

- Lead tax advisory and compliance efforts for a portfolio of 40 high-net-worth individuals, families, and business owners, including preparation, review, and sign-off of Form 1040 and multi-state returns.
- Managed the preparation of 50+ Form 1041 trust tax returns, ensuring 100% 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, ensuring efficiency while aligning with clients' long-term financial goals.
- Stayed current with tax law changes and industry best practices, providing clients with the most strategic advice to minimize tax liabilities.
- Built 20+ strong client relationships, ensuring service satisfaction and instilling confidence in the firm's expertise.
- Mentored and developed three junior tax staff, providing guidance on complex issues and fostering a culture of collaboration and growth.

Tax Senior Associate, **KPMG – Detroit, MI**

January 20XX – May 20XX

- Advised 30+ clients on tax-efficient wealth strategies, focusing on portfolio management, charitable giving, and multi-generational planning.
- Reviewed 100+ tax returns, ensuring compliance with federal and state laws, optimizing client tax strategies.
- Provided insights into tax strategies that minimized estate and inheritance taxes while maximizing wealth transfer to future generations.
- Provided technical guidance and training to 5+ junior associates, improving team efficiency and ensuring timely delivery during peak tax season.
- Streamlined internal workflows, reducing turnaround time for complex filings by 15%, improving overall team productivity.

AFFILIATIONS

Institute of Management Accountants (IMA) Detroit Chapter

July 20XX - Present

EDUCATION

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

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), Major: Accounting

REFERENCES GUIDE



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FIRST AND LAST NAME

City, State & Zip Code | Email Address | Phone Number | Your LinkedIn URL

REFERENCES

First and Last Name

Job Title

Name of Company or Organization

City, St

Phone Number

Email Address

Relationship:

Mark Johnson

Department Manager

XYZ Company

mark.johnson@xyzlogistics.com

(248) 555-4567

Relationship: Internship Supervisor, Summer 20XX

Dr. Janet Smith

Professor of Accounting

Wayne State University

janet.smith@wayne.edu

(313) 555-1234

Relationship: Academic Advisor and Course Instructor

Tina Patel

Accounting Analyst

General Motors

tina.patel@wayne.edu

(313) 555-7890

Relationship: Mentor through the ACE Mentor Program