The Accounting Guide
To Internships & Full Time Employment

In order to keep up to speed with the latest firm information and accounting events, attend Undergraduate Accounting Association meetings and as many firm events as possible. For more details, go to www.ucsbaccounting.com

- Most recruitment for internships and full-time employment occur during Fall quarter and it is imperative you find out when the upcoming application deadlines are because they typically occur during the first couple weeks of school.
- It is important to attend the first Undergraduate Accounting Association meeting during Fall quarter to find out the date for “Meet the Firms.” Meet the Firms is a networking event for students to interact with the recruiters from various accounting firms.
- When attending Undergraduate Accounting Association meetings and events, try to get to know as many people as possible and start building your professional network. Attend information sessions in order to learn more about each accounting firm.

1. The “Big Four” firms (KPMG, Deloitte, Ernst & Young, PricewaterhouseCoopers) as well as many other firms have summer internship opportunities (ask the local firms about possible Winter internships especially during the tax season).

2. For the “Big Four” firms and most of the other firms affiliated with UCSB, you MUST USE HANDSHAKE TO APPLY FOR INTERNSHIP AND FULL-TIME POSITIONS
   - See specific instructions listed on back page

3. Internship and full-time applications on Handshake require a resume, unofficial transcript, and typically a cover letter.
   - Make sure to read the posted job description carefully for the specific requirements.
   - TRANSFER students: Enter in your community college GPA if this is your first quarter at UCSB and you do not have a current UCSB GPA.

4. Summer Leadership Programs are available for SOPHOMORE students to participate in. Deadlines are typically during Winter quarter of your second year at UCSB.

5. VISIT CAREER SERVICES to help you better prepare for the accounting recruitment process.
   - Ask a Career Peer how to use Handshake and get a better understanding of the Handshake application process.
   - Career counselors can also critique your resume/cover letter and offer mock interviews (NOTE: only one mock interview allowed per quarter).
     - Stop by the Career Resource Room (Monday-Friday from 11am–4pm) for a resume/cover letter critique.
     - Check out Big Interview to practice your interviewing skills from home: career.sa.ucsb.edu/students/job-search/big-interview
   - Pick up a Workshops & Events calendar to find out specific dates and times.
     - Attend a Resume and Interview workshop, which are offered every quarter.
     - Participate in resume+ to interact one-on-one with employers, receiving their expert feedback on your resume.

6. Good Luck during the recruitment process!
Handshake and On-Campus Interview Instructions

1. Verify your Handshake Profile. Go to career.ucsb.edu/students. Make sure your GPA, graduation date, year in school, and major are accurate to ensure you qualify for the positions you are applying to.

2. Review the qualifications and deadlines required from the accounting firms you want to apply to. Print out the job descriptions for future reference when preparing cover letters. Prepare a customized resume and cover letter for each firm.

3. Download your unofficial transcript through your GOLD account and save as .PDF.

4. Upload your resumes, cover letters, and unofficial transcript by clicking on the “Documents” tab on Handshake. Select “Add New Document” to upload the appropriate documents. Label each document by the firm’s name (ex: PwC resume). This will help you avoid the mistake of accidentally sending a customized document to the wrong firm.

5. Submit your documents to the individual accounting firms before the deadline. Deadlines are typically during the first two weeks of school so it is important to get a head start as early as possible. Some firms will also require you to submit an application to their corporate website.

6. An email from Handshake will be sent if you have been selected for an On-Campus Interview. Click on “Applications” in Handshake to sign up for your campus interview. In some cases, the firms may email you directly to notify you that you can sign-up for an interview; however, check in Handshake what day is listed as the Primary Sign-up Start date because you cannot sign up for an interview prior to this specified date. NOTE: interview spots are on a first come, first serve basis.

7. Review the Student On-Campus Interview Guide which will help you to prepare for your upcoming interview.

8. Your interview will be held at Career Services, Building 599. Please arrive 15 minutes prior to your scheduled interview. The firm will fill you in on all the details pertaining to the rest of the process. If you make it passed the first round, an onsite interview typically follows the On-Campus Interview.

9. Email a thank you letter within two days following your interview (see sample in the career manual).

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**List of CA and National Firms**

- Armanino
- BDO
- Burr Pilger Mayer
- CBIZ & Mayer Hoffman McCann
- CohnReznick
- Crowe Horwath
- Deloitte
- DZH Phillips
- EY
- Frank Rimmerman + Co
- Gelfand Rennert & Feldman
- Grant Thornton
- Green Hasson Janks
- Gumbiner Savet
- Gursey Schneider
- Holthouse Carlin & Van Trigt
- Hood & Strong
- KPMG
- Miller Kaplan
- Moss Adams
- Nigro Karlin Segal Feldstein & Bolno
- Novogradac & Company
- OUM & Co.
- PricewaterhouseCoopers
- RSM
- Seiler
- Sensiba San Filippo
- Shea Labagh Dobberstein
- SingerLewak
- SOAProjects

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**List of Central Coast (Local) Firms**

- Bartlett, Pringle & Wolf
- Damitz Brooks, Nightingale, Turner & Morrisett
- MacFarlane, Faletti & Co.
- Nasif, Hicks, Harris & Co.