

# UCA Career Readiness Program

## Check List

### Resume

- Submit a one-page, professional resume
- Resume reviewed by an accounting professor
- Resume reviewed by an accounting or HR professional, business professor, or career services

### Letters of Reference

- Letter of reference from an accounting professor
- Letter of reference from a current/former employer, someone you volunteered for, or a 2nd acct professor

### Social and Electronic Networking

- Create a linked in profile
- Set up a profile on UCA's MyInterfase
- Setup Facebook privacy settings
- Attend a business event and have a conversation with at least two professionals (or two separate events)

### Dress for Success

- Complete one of the Dress for Success options\*
- Own a professional suit appropriate for interviews
- Own a 2nd professional suit appropriate for interviews

### Communication Skills

- Complete one of the communication skills options\*
- Complete a second communication skills option\*

### Dining Etiquette

- Complete one of the dining etiquette options\*

### Mock Interview

- Complete a mock interview
- Send a Thank You note to the interviewer

### Additional Items

- Complete one item additional item\*
- Complete a second item additional\*

\*Options can be found at [www.ucaaccounting.org/careerready/](http://www.ucaaccounting.org/careerready/)

**Reward for Completing Program**  
**Dinner with an accounting professional!**