**Accounting Professional Website – First-year students! (115 points!)**

**Be sure to save files as PDF first, to keep the formatting!!!!!!!!!!!!!**

**See Sara Wieber or Kyle Cattell example!   
Go to Accounting, Career, Website, Student Example!**

**All uploaded docs should be error free and edited!**

**About:**

* Autobiography – save as PDF, edited version (10 points)
* Mission Statement – type right into website (10 points)
* Personal Quote – type right into website (5 points)
* True Colors Summary – save as PDF, upload edited version (5 points)

**Credentials:**

* Cover Letter – save as PDF, upload (10 points)
* Resume – save as PDF, upload (10 points)
* References – save as PDF, upload (10 points)

**Workplace Experience:**

* **Job Shadow**
  + Cover page – save as PDF, upload (5 points)
  + Report – save as PDF, upload (10 points)
  + Thank you letter – save as PDF, upload (5 points)
* Interview Questions & Answers – save as PDF, upload edited version (5 points)

**Examples of Work:**

* **Excel** 
  + Worksheet – save as PDF, upload (10 points)
  + Income Statement - save as PDF, upload (10 points)
  + Balance Sheet - save as PDF, upload (10 points)