**Accounting Professional Website – Advanced Accounting (125 Points)**

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

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

**All copies uploaded should be error-free and edited!**

**About:**

* Autobiography – save as PDF, edited version (5 points)
* Mission Statement – type right into website (5 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 for each year**
	+ 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

**Examples of Work:**

* **Annual Report Project**
	+ Company Profile – save as PDF, upload (5 points)
	+ Statistics report – save as PDF, upload (5 points)
	+ Presentation (5 points)
* **Excel (Chapter 15 or Chapter 22)**
	+ Worksheet – save as PDF, upload (10 points) (1st year)
	+ Income Statement - save as PDF, upload (10 points) (2)
	+ Balance Sheet - save as PDF, upload (10 points) (2)
	+ Statement of Stockholder’s Equity - save as PDF, upload (10 points) (1)