



*Example of what the first page in your portfolio should look like when you walk into an interview:*

**Summary:** I am an accounting professional with 3 years of progressive experience in general accounting since graduating from Providence College. While in school I found that I had excellent time management and prioritization skills as I balanced 2 part time jobs, leadership roles in 3 clubs and academics equally well. Those skills along with my intellectual curiosity and work ethic have served me well and earned me 2 promotions since graduation.

**Strengths**

Communication skills

- I have been able to work directly with different departments, streamlining dialogue while increasing speed and efficiency

Work ethic

- First one in and last to leave allows me to take on a greater number of accounts at the end of every month

Personality

- Our field organization has become very comfortable with me to the point that they don't bother my manager directly with questions anymore

**Things you want to see more of**

- Financial analysis
- Budgeting
- Mentoring of junior staff
- Exposure to the thought process of senior management

**Top 3 things I want to see in an opportunity:**

- 1: Opportunity to truly impact an organization and have an integral role in operations
- 2: Exposure to dynamic management- I want to learn to model excellent leadership
- 3: Cross-functional responsibilities so that I can really learn about the overall company and how I can contribute

**Questions I have:**

- 1: Why is this role open?
- 2: What reporting relationships will this position have? Can you tell me about those people?
- 3: What has worked well for people in similar positions to this?
- 4: How is this position measured or managed?
- 5: What are the greatest strengths that someone can bring to this role?