VP of Communications – Role-Specific Prompts

1. The Accounting Club (TAC) attempts to expose students to a wide variety of accounting career paths via our firm-led presentations. In an average semester, the club invites seven to eight employers to speak to our students regarding topics in accounting. Please build out a semester schedule of seven to eight employers that you would invite to campus and the topics that you would recommend they present on. Please include any personal or professional connections you might have to the company. Please use the following format.

	Employer	Topic	Connection
Example	**Lennox**	**Accounting in the Manufacturing Industry**	**Got the recruiter's business card at 2024's Meet the Firms**

2. It is essential to maintain a good partnership with outside firms, and as the VP of Communications, you are the main point of contact for recruiters. List at least 3 important traits you think are needed for this role and explain why. Feel free to connect your past experiences with these characteristics as well. (300 word limit)

3. ABC Firm recently connected with TAC this semester and has a presentation slot reserved two weeks from now. It is your job to send the recruiter a detailed event logistics for the event.
   You draft this email:

   Good morning,

   Please arrive 30 minutes before the meeting on Thursday, May 8th. The meeting will be

   at the Executive Dining Hall in JSOM, and you are welcome to park in any gold or orange parking spot on campus. Additionally, we do require firms to provide food to our student membership, so please do so on Thursday. We appreciate it, and we are elated to have ABC Firm present this semester.

   Best,

   Jane Doe

   VP of External Communications

   a) Is this email complete? Why or why not? (300 word limit)

   b) If not, rewrite the email. Please note that all firm professionals are *guests* to UTD, so the campus is not as familiar to them. (400 word limit)