



*What  
I*

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WOULD DO  
AS A NEW  
GRADUATE

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[www.bdb solutions.co.za](http://www.bdb solutions.co.za)

**START HERE:** UPSKILL ON  
ACCOUNTING SOFTWARE

**LEARN:** CIPC COMPANY  
REGISTRATIONS

**DO NOT FORGET:** IMPROVE  
COMMUNICATION SKILLS  
AND INTERVIEW QUESTIONS

**THEN:** APPROACH ACCOUNTING  
FIRMS (NEARBY)

# Upskilling & Certifications

- **Accounting Software Proficiency**



## Signup

**Click here** to sign up on Sage Accounting

-30day free trial-

## Learn & Certify

**Click here** to Create a Profile on Sage University

**Click here** to Learn Sage Business Cloud Accounting:



**Email Xero and request the training**



**Email Quickbooks and request the training**

- **CIPC Registration Training**

**Learn how to register and manage companies through CIPC, which can be useful for small business owners.**

- Watch a video Tutorial & Download the document linked in video description
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**Babalwa the Accountant YouTube Content**

## Gaining Practical Experience

### **Volunteer for Small Accounting Practices/Firms**

Gain Experience by Volunteering at Small Accounting Firms. Even unpaid internships can provide great experience and networking opportunities.

Check <https://www.findanaccountant.co.za/> website and find an accounting firm near you. Ask to volunteer in that practice. Exposure to day to day operations on a small accounting practice can help you gain experience quicker.

The likelihood of being utilized across various roles within the business is higher, making it essential to gain experience in areas such as accounting tasks and compliance.



# Contacting the Accounting Firms

I have created a sample letter that can serve as a guide for drafting your email. You can personalize it by adjusting the details to match your experience, skills, and the specific firm you are reaching out to.

Feel free to modify it as needed to make it more tailored and impactful

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**NAME SURNAME**

+123-456-7890

myname@gmail.com

Address:

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Dear [insert name]

I hope this letter finds you well. I am writing to express my keen interest in volunteering at your esteemed accounting practice. As a recent accounting graduate, I am eager to gain hands-on experience, refine my skills, and contribute meaningfully to your team while learning from seasoned professionals.

I hold a [Your Degree, e.g., Bachelor of Accounting] and have developed a solid foundation in financial reporting, tax compliance, and bookkeeping. Additionally, I am well-versed in cloud-based accounting software such as [List software, e.g., Sage, QuickBooks Online, Xero], allowing me to efficiently manage financial data, process transactions, and generate insightful reports.

Beyond my academic training, I have experience with CIPC administration, including company registrations, annual returns, and compliance matters, giving me exposure to corporate governance and regulatory requirements. I am also skilled in [mention any relevant experience, e.g., payroll processing, bank reconciliations, VAT submissions], which I believe would add value to your practice.

I am a proactive, detail-oriented individual with a passion for accounting and small business support. I am eager to assist with various accounting tasks, gain mentorship, and contribute to the success of your firm in any way possible. I am available at your convenience to discuss how my skills and enthusiasm align with your firm's needs.

Thank you for considering my application. I look forward to the possibility of contributing to your team and would appreciate the opportunity for an interview to discuss this further.



Name Surname



*Ur strengths*

SOFTWARE  
PROFICIENCY

COMMUNICATION  
SKILLS

ABILITY TO LEARN

*All the best :-)*

