



2009 CACEE Form Tips -The Mystery of the CACEE Form Unraveled.....

If you are an accounting student about to embark on the fall recruitment period, the Quebec CA firms require that you apply with a CACEE form (www.cacee.com). It is a standard application package that combines the resume and cover letter into one document. Having a well-written, concise CACEE form that showcases your strengths and what makes you unique is imperative to landing that interview!

There are five (5) firms giving CACEE workshops this year so there is ample opportunity to learn about how to complete it to your advantage. Sign up for one or a few of them via myFuture.(Workshops will be viewable as of August 31st) Start early preparing your form – it takes time and thought to do a good job.

Please note that this year you will be submitting your applications directly to the firms in one of two ways:

1. By applying on-line if the firm provided a website address
2. By sending your application to an email address that the firm provided.

(The listing of the firms and how to apply is available on the MAS website)

Career Services is no longer the drop-off location for your applications.

Here are a few tips on completing the CACEE Form:

- You will need to send a unique CACEE form to each firm that you apply to. There is lots of cut, copy and paste going on and every year the wrong firm gets the wrong application for someone out there! Attention to detail is an important requirement to work for a CA firm so they will look to your form for an indication of this! Review it, proof read it and give it to someone else to proof read too!
- Although a sample completed form is available on the MAS website to guide you, don't copy it! Your objective is to stand out so make yours unique! Don't feel confined to the sample! It takes time and thought but it is an investment in your success!
- Relevant Courses – follow the cues you get from the firms in their CACEE workshops but remember, you are all accounting majors following the same curriculum and they will be getting your transcript as well. Providing an exhaustive list of all the courses you are taking is NOT recommended. Try and highlight something different about the path you have taken.
- On the first page in the 'highlight skills relevant to the position sought' you want to grab the reader's attention to want to read on to the following pages. It is a good area to hint at key important things that you will elaborate on in the later sections. Ex. Strong public speaking skills as evidenced by my 2nd place finish at the XYZ public speaking contest.
- Put yourself in the reader's shoes! They go through 100's of these forms and after awhile, they all start to look the same. Use titles, underlines, bolding, and headings to try and make it an easy read.
- All information should be dated (i.e. Volunteer roles, community involvement, sports). In every section, always start with the most recent job/activity/involvement.
- Work experience section – focus on your accomplishments, results and the transferable skills that you learned in that role. Avoid giving a laundry list of every task that you performed. Every bullet point should start with a past tense action verb eg. Conducted detailed internet research strongly enhancing computer skills
- The last page – this is really your opportunity to shine. You should tailor the last page to each firm based on things you heard or learned about regarding that firm at all the events. It is your job to convince the reader that you want their firm and to highlight why. What will make you a better candidate over the other applicants? What is unique about your offer? Give some thought on how to organize the last page so that it is an easy read – stay away from long paragraphs!
- Don't forget to sign and date your form! For every application.....