

Approved
By



CACEE Application for Employment

- Full-time
- Summer
- Co-op
- Internship
-

*(to check a box:
right-click, go to
properties and
select "checked")*

Name of Organization <i>(spell it right!!!)</i>	Position(s) Sought CA Trainee-Summer Position <i>(each firm may have their own terminology)</i>
Name of Educational Institution McGill University	

General Information

Surname		Given Name(s)		
Address until	No.	Street	Tel.	
	City	Province/State	Postal Code	E-mail <i>Don't use hotmail address you want to look more professional</i>
Permanent Address (if different from above)	No.	Street	Tel.	
	City	Province/State	Postal Code	E-mail
Are you legally eligible to accept employment in Canada? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>if no, put will obtain work permit after offer</i>		Would you accept employment anywhere in Canada? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
When are you available to start work? May 2007		Preferred Location(s) 1. Montreal 2. Toronto 3. Vancouver		

Education

Post Secondary or other institutions attended. Begin with most recent.	Faculty, Department, Division, or School	Discipline or Program (Major)	Degree/Diploma/Certificate	Date obtained or expected
McGill University	Management	Major in Accounting	Bachelor of Commerce	May 2008
Marianopolis College	Social Sciences	Social Sciences (commerce)	Diplôme d'études collégiales	June 2004
<i>Don't need to mention High School</i>				

G.P.A. for your most recently completed academic year ____ on a scale of 4.00 (Percentage or letter equivalent: ____).
G.P.A. for all courses completed to date (cumulative average) ____ on a scale of 4.00 (Percentage or letter equivalent: ____).

Highlight skills relevant to the position(s) sought.

Languages: *it is good to put your level of proficiency in each language. Can put in degree of fluency: beginner, intermediate, advanced*

- Fluent in French and English (spoken and written) and in Vietnamese (spoken)

Computer skills – proficient in:

- Word, Excel, PowerPoint, Internet Research
- (*Accounting Programs: Caseware, Tax Prep, Access, ACCPAC*)

Transferable skills: *Give a descriptive example for each skills to give a better picture of yourself*

- **Fluency:** Frequently switched from English to French or vice-versa while serving customers.
- **Time Management:** Worked 15-20 hours/week and studied full-time in cegep and university.
- **People skills:** Perfected as waitress and tutor, and while participating in school team projects
- (*highlight here any skill that you have that is useful in the accounting profession: leadership, accuracy, organization, detail orientation, analytical, team player*)

Educational Experiences and Accomplishments

Describe your relevant courses, project work, theses, publications, and presentations. Include awards and scholarships.

Tip: put the date on the right in order for recruiters to see your activities first.

Relevant Courses: *Not necessary to put the core classes since they know what is required for a BCom*

- Intermediate Financial Accounting (currently enrolled)
- Intermediate Management Accounting (currently enrolled)

Project work: *Give examples that show your skills without listing them explicitly*

- Project in Organizational Behaviour: Researched, worked with four team members, and resolved conflicts within the team. Delivered an effective presentation, and received an A- for a great product. May 2006

Awards & Scholarships: *Describe what each title was awarded for unless it was obvious*

- Golden Key International Honour Society Member, awarded to Top 15% of Faculty June 2006
- Dean's Honour List, Top 10% of the B.Com student body June 2006
- Recipient of the McGill Certificate of Merit April 2005
- Marianopolis Scholar for academic achievement May 2005
- Female Athlete of the Year at Collège Jean-de-Brébeuf (tennis) June 2004
- 1st Prize at the English Literary Contest of Collège Jean-de-Brébeuf May 2004
- Silver medal at the Intercollegiate Tennis Competition Oct 2003

Describe your extracurricular activities including class or campus offices held, volunteer experience, memberships in clubs or organizations, leadership roles, sports activities, hobbies, etc. (You are not required to mention the names of organizations that indicate race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, political beliefs or disabilities).

Don't just list what you did. But what you learn from each experience and which skills did you develop. Mention activities that occurred up to the last 4 years. Keep the same titles as those given above

Volunteer Experience

- Tutored primary school level over a three-year period for 2-4 times a week; adapted my teaching style to help child learn effectively. Sept 2004-present

On-Campus Activities:

Course Counselor for Organizational Behaviour: attended intense training in preparation for teaching the course at McGill next year. Sept 2005-present

Statistics Teacher's Assistant: Tutored students, held office hours and graded exam for over 500 students. Sept 2005-present

Sales and Promotions, Coordinated T-Shirt sales for McGill Swing Kids; Sept-Oct 2004

- Raised \$300 in sales
- Participated in the design and printing of shirts
- Administered dance event, and acquired business strategies

Public Relations and Promotion, Collège Jean-de-Brébeuf's Fashion Show Sept 2001-May 2002

- Interacted with various retailers and gained invaluable communication skills

Jeunes Démocrates Team Member, Collège Jean-de-Brébeuf's team Dec 2001-April 2002

- Participated in contest on Canadian History
- Experienced teamwork and fun while competing and studying for long hours

Sports Activities:

- Participated in collegial tennis team at Collège Jean-de-Brébeuf; managed busy schedule with weekly practices and games. Acquired a great sense of commitment and belongingness. Sept 2001-June 2002

Hobbies:

- Art history, knitting, travelling

Work Experience

Describe all work experience (paid and unpaid) starting with most recent.

Position Assistant to technicians	Name of Organization Pharmacy Donald Pearson & Mel Alter	<input checked="" type="checkbox"/> Summer <input checked="" type="checkbox"/> Part-time (# of hours/wk 27) <input type="checkbox"/> Co-op <input type="checkbox"/> Internship <input type="checkbox"/> Volunteer <input type="checkbox"/> Full-time <input type="checkbox"/> Other: (specify)
<p><i>You don't have to list all your work experiences to fill up all the space provided. Just the most recent ones that can show some of your skills. You may want to include volunteer positions where you gained a lot of transferable skills, such as VP External for First Year Leadership Seminar</i></p>		
City Montreal	Province/State Quebec	Dates August 2005
Duties: <p style="color: red;"><i>Don't just list your tasks, but what you learn and accomplish. Say what distinguishes you in this role. Tip: include adjectives or adverbs to say how well you performed. Use action verbs.</i></p> <ul style="list-style-type: none"> Managed inventory of the pharmacy and entered prescriptions in the system Accurately prepared prescriptions ensuring proper medication and dosage Helped customers in a high volume store, emphasizing personalized service Assisted in laboratory work such as compounding Professionally answered phone calls from clients and doctors To initiative to modify display of products in store window; showed creativity 		
Position Co-Founder of an eBay Store	Name of Organization Ella Lefa Fashion Clothing	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Part-time (# of hours/wk 20) <input type="checkbox"/> Co-op <input type="checkbox"/> Internship <input type="checkbox"/> Volunteer <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Other: (specify) Self-employed
City Montreal	Province/State Quebec	Dates May-August 2005
Duties: <ul style="list-style-type: none"> Administered the eBay Store: updated products, responded to inquiries and processed sales Assured excellent customer service in a timely manner Marketed and promoted over 200 auctions Continuously analyzed changing market competition Maintained a high level of positive feedback (99.7%) with over 150 transactions and received the designation of Power Seller Shipped items to customers and met deadlines Convinced customers to order more by providing fashion tips 		
Position City Duties:	Name of Organization Province/State Dates	<input type="checkbox"/> Summer <input type="checkbox"/> Part-time (# of hours/wk) <input type="checkbox"/> Co-op <input type="checkbox"/> Internship <input type="checkbox"/> Volunteer <input checked="" type="checkbox"/> Full-time (35 hours/week) <input type="checkbox"/> Other: (specify)

Demonstrate your suitability for position(s) sought, by outlining your career objectives and elaborating on the factual material already presented. Show how your experience (educational, extracurricular and work) is relevant to the position(s), organization, and/or field of work for which you are applying.

This part is very personal and serves to make your stand out from others. Make sure to fill up the space. However, customize it to the firm that you are sending the form to. Name 1-2 employees from the firm that you have met and what they taught you or told you about the firm. Mention why you like (or love?) Accounting, what are your strengths, etc. When explaining why you want to work at the specific firm, mention something unique about that firm. Tip: go on their website and attend their seminars or tours to learn more about their philosophy, their work ethics...

Here is a rough outline of how you can write your personal essay.

First Paragraph:

Why Accounting? Try to give a personal reason that would stand out and catch the attention of the reader
Why this firm specifically? Try to mention something unique about the firm. Go on their website, check out their philosophy, their values...

Mention a few people that you met from the firm and what they taught you about the field or the firm.

The next paragraphs:

Talk about the skills you gained through your academics, work, and extra-curricular activities. Don't just list them. For each one of them, give a concrete and precise example. Those strengths should be something that can be used in the Accounting field. If possible keep mentioning the firm and how you fit with it. Mention about 3 strengths in each paragraph. (Examples: initiative, curiosity, leadership, teamwork, discipline, versatility...)

Conclusion:

Why you fit into the culture of the firm!
Thank you sentence.

IMPORTANT: FILL UP THE WHOLE PAGE!!!

I understand that any omission or misrepresentation with respect to this information may be cause for denial or immediate termination of employment.

September 25, 2006
Date
