CPA FALL RECRUIT
Application Tip Sheet

Firm's Perspective

We strongly recommend that you look at your whole application with a critical eye and consider it from the perspective of the firms, who are assessing thousands of CPA applications during fall recruit. Based on feedback from employers, these are some of the questions they may be asking themselves as they read through your application:

- ✓ Has the student demonstrated that they are hungry for this position and our firm?
- ✓ What has this student done in the past? How have they cultivated the transferable skills that will enable them to succeed in this position?
- ✓ What accomplishments has this person contributed at previous jobs or at university/college? How have they differentiated themselves from their peers?
- ✓ Will they fit into our team?
- ✓ Are they willing to work hard?
- ✓ Are they flexible – can they balance time demands?
- ✓ Does this student present him/herself well?
- ✓ Does this student demonstrate he/she is client-facing?
- ✓ Does this student stand out and make me want to interview them?

Questions to ask yourself

Before you submit your application, take another look at it and ask yourself the following questions:

- ✓ Have I conveyed my knowledge and understanding of both the firm and position?
- ✓ Have I highlighted my strong "selling points"?
- ✓ Is it easy to read?
- ✓ Do my accomplishments and achievements stand out?
- ✓ Have I checked for spelling, grammar, and punctuation errors?
- ✓ Have I done a good job at identifying and communicating what makes me unique?

&Davidson Company
CHARTERED PROFESSIONAL ACCOUNTANTS

www.davidson-co.com

COVER LETTER

Write a targeted, specific and unique cover letter for each company you are applying to that explains:

1. **Why you want to be a CPA**
2. **Why you want to work for that firm**
3. **What makes you a good fit**
4. **What are the skills and experience you have that would allow you to excel**

Make sure you read the job description again carefully before writing your cover letter. This is your opportunity to expand and make the connection between your resume and the job description, so do not copy and paste text from your resume.

The Format

Concise, Clear, Easy to Read, Simple, To The Point

✎ Follow the basic format of a professional letter by including your information in the header, followed by company name, address, date, etc.

✎ One page maximum, font size no smaller than 10 point.

The Tone

Professional , Unique, Genuine, Engaged

✎ Your cover letter should come across as genuine and allow a recruiter to get a sense of your personality and character — they are reading through hundreds of these, so think about making your letter stand out in a unique way.

RESUME

An effective resume demonstrates your ability to meet an employer's needs; moreover, it stimulates their desire to meet you. Compose your resume using information that you generate through the following:

1. **Analysis of each job you have held** (think about what you accomplished, what skills you developed, and what kind of tasks you enjoyed most or were particularly good at)

2. **Research you've conducted** to identify what skills are required for the job you are targeting.

3. Incorporating the **key competencies** recruiters are looking for in each particular posting (e.g. initiative, adaptability, team player, analytical ability, leadership, relationship management, time management and communication skills).