

**Job Title: Staff Accountant/Analyst, GTA**

**Employer: Deloitte LLP**

**Contact: Ms. Celine Dion**

**Job Description**

Deloitte is one of Canada's leading professional services firms, providing audit, tax, consulting, financial advisory and enterprise risk services to a wide range of Canadian and international clients. We have more than 7,700 talented people in 57 offices dedicated to helping our clients excel.

Take a close look and discover the truth about Deloitte — how we think, how we're different. Your career is important to you. It's important to us, too. If you believe you'd fit with our culture of collaboration and excellence, we'd like to know more about you.

Our firm offers individuals interested in obtaining their CPA designation many career opportunities within our different service areas;

Our Audit, Tax and Enterprise Risk services have opportunities for co-op students.

Enterprise Risk also offers some opportunities for non-CPA bound candidates.

Within each of our service areas you'll work with key team members to develop an understanding of the business and economic environment in which our clients operate. You will be helping organizations of all sizes perform better- Going beyond the numbers- Turning problems into opportunities for our clients.

Students interested in pursuing their CPA designation are key team members from Day 1. We'll help you get absorbed in learning new things, integrated into our firm, and together with our team of professionals we'll teach you about Deloitte. About your client. About your industry. About your practice area.

On most client assignments you'll join an engagement team, backed by the know-how and experience of Deloitte professionals – not only from across Canada, but also from around the world. It's a proven approach that delivers results and value for our clients.

Please note: this is a CPA stream job posting and once you're interviewed we will work with you to determine the functional area that best suits you. However feel free to specify your area of interest in the application.

Your career is important to you. It's important to us, too. If you believe you'd fit with our culture of collaboration and excellence, we'd like to know more about you.

**Qualifications**

- Working towards a Bachelor of Commerce or other degree, along with completion of the CPA School of Business pre-requisite courses for entrance into the CPA Program
- Intention to obtain CPA Designation
- Strong interpersonal and team-building skills
- Superior analytical and problem-solving skills
- Leadership and initiative, in and out of the work environment
- Flexibility, humility, integrity and professionalism
- Exemplary record of achievement
- A desire to be a contributing member of the community

# Amanda Singh

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July 18, 20XX

Celine Dion  
Campus Recruitment Specialist  
Deloitte LLP  
123 Any Street Toronto, M2J 3Z4

## **RE: Staff Accountant**

Dear Ms. Dion:

As a participant of the Deloitte National Leadership Conference, the experience was unforgettable. I had the opportunity to truly understand Deloitte's unique culture, values, and mission. Whether it is providing exceptional service to clients or professional development opportunities to staff, Deloitte offers the best. Deloitte goes above and beyond in setting global standards and ensuring quality. These factors are what draw me to your organization. I am confident that my practiced analytical, communication, and interpersonal skills will allow me to exceed expectations in the role of Staff Accountant at your firm.

As a DECA U delegate, I have analyzed numerous case studies, developed solutions, and presented my ideas to panels of judges in a professional manner. With my strong communication skills, I was awarded 3rd place overall at DECA U Provincial and Waterloo Invitational. The ability to communicate to clients, in a team, or to co-workers is crucial in Deloitte's work environment. Utilizing my strong communication skills, I am confident I will develop long-term relationships with clients and co-workers, enabling me to serve clients in an effective and professional manner. Furthermore, I will effectively communicate my ideas, concerns, potential audit issues, and unusual relationships to my team.

In addition, my experience with the Institute of Chartered Accountants of Ontario (ICAO) has required me to be an approachable, personable resource. In this role, I provide guidance to students regarding their career paths by answering inquiries concerning the CPA designation and offering resources to enhance their learning. As a personal goal, I strive to help students understand the necessary core competencies in any career they pursue, and as a result have come to understand the CPA designation better as well. It is through the interactions I engage in with students that I have confidence in my ability to build future relationships with clients and team members in an audit environment.

I appreciate your time in considering me as a candidate for your firm. To further discuss my ability to fit your needs, I look forward to meeting with you in person and discussing my qualifications for the Staff Accountant position.

Sincerely,

Amanda Singh

# Amanda Singh

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## PROFESSIONAL ACCOUNTANT-IN-TRAINING

- Excellent interpersonal and team oriented abilities displayed through work as an ICAO representative, and as demonstrated in teamwork within Management and Economics Students' Association (MESA)
- Strategic-thinking and problem-solving demonstrated in academic excellence and treasury roles
- Inspirational team leadership exemplified through the Development Manager role in MESA
- Strong negotiation and communication skills developed from the recruiting process for MESA and multiple DECA U oral presentations
- Proficiency in Microsoft Office (Word, PowerPoint, Excel [Pivot Tables], Outlook)

## EDUCATION

### Bachelor of Business Administration, Co-op Management

September 20XX – Present

University of Toronto Scarborough (CGPA: 3.80/4.00)

- Courses: Introduction to Financial Accounting (A), Intermediate Management Accounting (A+)

## RELEVANT EXPERIENCE

### Board of Associates Representative

March 20XX – Present

Institute of Chartered Accountants of Ontario (ICAO)

- Recruit aspiring accountants for University Associate Student Program, promote and select innovative university representatives for various ICAO competitions, and conduct environmental monitoring of competing organizations
- Market the CPA designation to university students and act as a liaison between the ICAO and campus student organizations by developing partnership and sponsorship opportunities

### Teaching Assistant – Financial Accounting I

May 20XX – Present

University of Toronto Scarborough – Department of Management

- Clarified accounting concepts, utilizing diagrams and providing feedback to increase students' knowledge
- Demonstrated great accuracy when ethically marking examinations, ensuring a fair evaluation

### Member

September 20XX – Present

DECA Ontario/University

- Critically analyzed varying perspectives of eight business case studies, in individual and team competitions, and determined ideal business solutions
- Exhibited excellent oral communication skills when presenting ideas in an organized and professional manner to persuade judges' verdict; efforts resulted in high honours at several DECA competitions
- Worked effectively with teams ensuring alignment of information when formulating strategic plans

### Associate Writer

October 20XX– April 20XX

Management and Economics Students' Association (MESA)

- Wrote exclusively for *The Executive*, MESA's quarterly news magazine at the University of Toronto Scarborough (UTSC) and co-authored MESA's portion in the Registrar's Office publication
- Individually secured more than 50% of target sponsorship funding for annual year-end gala prizes and giveaways in a team of 12 MESA associates through tactful negotiations

## AWARDS & ACHIEVEMENTS

- Deloitte National Leadership Conference - Participant
- Placed 3rd at DECA Waterloo Invitational 20XX for Retail Management
- Among Top 5 Oral Presentations at DECA U Provincial Competition 20XX for Retail Management
- University of Toronto Scarborough Frank Faubert Scholarship for academic excellence

REFERENCES AVAILABLE UPON REQUEST