

Approved By



CACEE Application for Employment

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

Name of Organization
Spell company name CORRECTLY

Position(s) Sought
Be Specific. If unsure, give an area of interest.

Name of Educational Institution
University of Manitoba

General Information

Surname
Last Name

Given Name(s)
First & Second Names

Address until

No. **123**
City **Winnipeg**
Street **Anywhere**
Province/State **MB**

Postal Code
R3T 5V4

Tel. **(204) 555-5555**
E-mail **Umanitoba.ca**

Permanent Address (if different from above)

No.
City
Street
Province/State

Postal Code

Tel.
E-mail

Are you legally eligible to accept employment in Canada?
Yes No

Would you accept employment anywhere in Canada?
Yes No

When are you available to start work?
List month and year

Preferred Location(s)
1. **Cities, Regions or provinces preferred**
2. **only if you are willing to relocate**
3. **if company recruiting for any area specifically?**

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
University of Manitoba	Asper School of Business	Accounting	B. Comm (Honours)	May 2005
John Taylor Collegiate		University Entrance	High School Diploma	June 2001

G.P.A. for your most recently completed academic year **3.5** on a scale of **4.5** (Percentage or letter equivalent: **B+**).

G.P.A. for all courses completed to date (cumulative average) **3.0** on a scale of **4.5** (Percentage or letter equivalent: **B**).

Highlight skills relevant to the position(s) sought.

List your skills that might be important to the position (i.e. Knowledge of languages, computer programming experience, word processing skills)

Computer Skills

Proficiency in the use of MS Word and WordPerfect, dBase IV and Excel.

Educational Experiences and Accomplishments

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

Scholarships and Awards:

- 1999** **Dean's Honour List, Faculty of Management**
1997 **Entrance Scholarship, Institute of Chartered Accountants of Manitoba**

List and describe any courses you have taken, any projects / presentations you have completed that will be beneficial to you on the job.

Extracurricular Activities

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).

Involvement in related non-academic activities is significant to the employer. Tell him / her where your non-academic and non-work interests lie.

List the skills you have acquired and / or developed.

1998 – 1999 **Member, Asper School of Business Accounting Association,
University of Manitoba**

1999 – 2000 **Member, Commerce Students' Association Intramural Volleyball Team**

2000 – Present **Volunteer, Manitoba Heart and Stroke Foundation**

Realize the link between your extracurricular activities and your career goals. This section may be done in point form.

Work Experience

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

<p>Position Name of Organization</p> <p>Most recent experience first</p> <p>City Province/State Dates</p> <p style="text-align: center;">Month, Year to Month, Year</p> <p>Duties:</p> <ul style="list-style-type: none"> List what you did for the company as well as the skills you acquired Use action verbs Illustrate the kinds of skills and achievements that are noteworthy 	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Part-time (# of hours/wk 16) <input type="checkbox"/> Co-op <input type="checkbox"/> Internship <input type="checkbox"/> Volunteer <input type="checkbox"/> Full-time <input type="checkbox"/> Other: (specify)
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Summary

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.

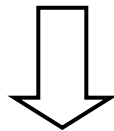
Show you are the right person for the job and that you have a real interest in both the job and the company.

Bring together your academic and /or employment skills and experiences with your abilities, interests, preferences and achievements.

Make sure you research the company before you complete this section. Include some positive references to the company here. (i.e. I found speaking with Mr. Recruiter at the ABC Wine & Cheese last week very interesting. The CA student training program at ABC appeals to me a great deal.....)

Discuss why you want to work for this company and what you know about the employer. (i.e. I read a recent article in the September issue of the "Manitoba Business Magazine" where ABC company was featured as one of the top companies in Manitoba.....)

REMEMBER TO SIGN AND DATE THE FORM!!!!!!!



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

Date

Signature

