



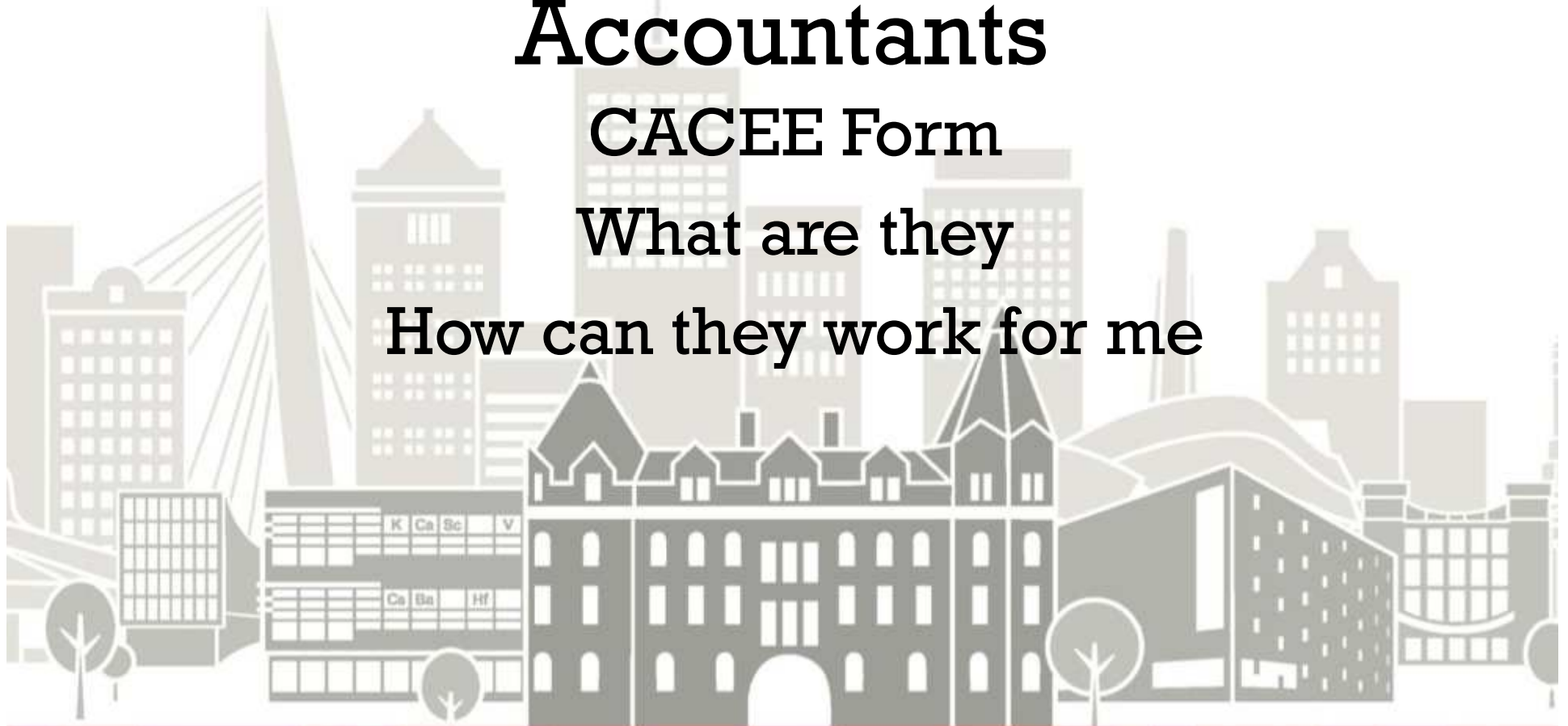
THE UNIVERSITY OF WINNIPEG

Chartered Professional Accountants

CACEE Form

What are they

How can they work for me

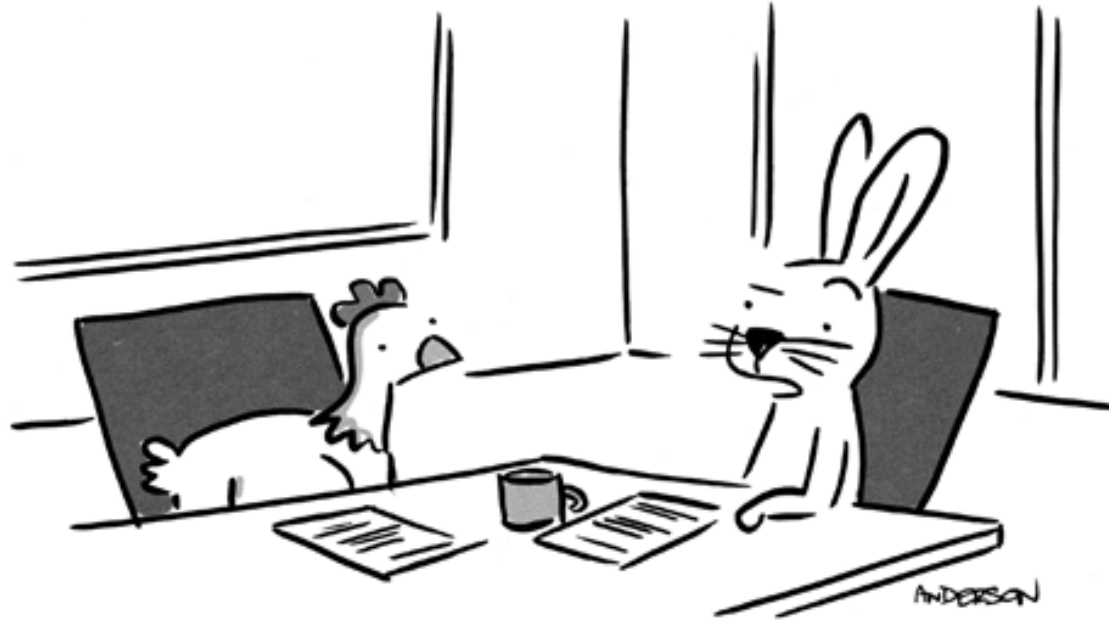


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CACEE & The CACEE Form

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WWW.ANDERTOONS.COM



"I understand you're doing the best you can, but you should know I've got ducks, geese, even a platypus who would love a shot at this business."

Sourced from: <https://www.andertoons.com/easter/cartoon/6572/should-know-got-ducks-geese-platypus-who-would-love-business>

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Plan to Succeed

1. Know thyself.
2. Create a Timeline.
3. Conscript Multiple Reviewers.
4. Research the Employers.
5. Stay Focused.

Completing the Form

1. General Information
2. Skills [S.T.A.R. / S.O.A.R.]
3. Educational Experiences & Accomplishments
4. Extracurricular Activities
5. Work Experience
6. Summary

Competencies are Key

- Teamwork and Leadership
- Professional and Ethical Behaviour
- Problem Solving and Decision Making
- Communication – Both Oral and Written
- Self-Management

Proof Read

- Ask multiple people.
- Ensure consistency.
- Create a pleasant flow.
- Use white space.



Sourced from:
<https://www.cartoonstock.com/directory/p/proofreading.asp>

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Grammar & Spelling Must be Perfect



Sourced from: <https://www.bloggingcage.com/top-30-funniest-blogging-comics/>

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Create One Perfect Form

- Use the perfect form as a template.
- Customize for each application.
- Proof read after each customization.

“Do. Or do not. There is no try.”

Yoda, George Lucas’ The Empire Strikes Back

Final Steps

- Meet the application deadlines
- Include all information requested
- Save as one PDF file
- Use the proper naming convention
 - Training Office/Organization
 - Position Applying For
 - First Name Last Name
 - example: PWC_Summer Co-op_Bishop Dennis

Resources

The Canadian Association of Career Educators and Employers
(CACEE) www.cacee.com

Nexia Friedman CACEE Form Guide

https://www.nexiafriedman.ca/wp-content/uploads/2017/07/NF_CACEE-2017_EN.pdf

If you are in the Co-op Program, you can request the Co-op Coordinator to review your application form prior to submission; contact them at coop@uwinnipeg.ca

Send your completed form to me for review and to set up a meeting.
Dennis Bishop, BBA, CPA d.bishop@uwinnipeg.ca

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Other Resources

The following slides are from a previous presentation and create a good summary of what to do and what not to do.

What is CACEE and a CACEE Form

The Canadian Association of Career Educators and Employers (CACEE) is a national non-profit partnership of employer recruiters and career services professional. The organization aims to provide authoritative information, advice, professional development opportunities, and other services to employers, career services professionals, and students. For more information, you can visit the CACEE website at www.cacee.com

Before you start writing

- Understand yourself
- Be self aware
- Stay on point
- Allocate appropriate amounts of time to complete the form fully
- Do your research on the training office (why do you want to work there)
- Customize each form - specifically in the summary section
- Ensure to leave enough time for multiple reviews

Competencies to focus on

- Within the Skills Information, Extracurricular Activities and Summary sections focus on how your experience applies to the competencies:
 - Professional and Ethical Behaviour
 - Problem Solving and Decision Making
 - Communication – Both Oral and Written
 - Self-Management
 - Teamwork and Leadership

General Points to Remember

- When saving your CACEE Form and application, save in ONE PDF document as: Training Office/Organization – Position Applying For - First Name Last Name
 - example: CollinsBarrow – Summer Co-op – Lankan Otega
 - This will assist so that your application does not get lost!
- Grammar and Spelling need to be **perfect** for every section of the document.
- Always ensure your contact information is correct, the spelling of the organizations name, position applied for, name of anyone from the firm that you have (always ask for a business card) are correct.
- If you have not already done so, create a professional email address
- The way you present your information is just as important as the information itself

Completing your CACEE Form (1 of 2)

PwC has given a good breakdown of how to look at your CACEE form from Make that CACEE Form Shine – August 24, 2008:

- 1) The easy part – General Information – Your name, contact information, school, past education experience etc. – every that can be found on page 1 of the CACEE form
- 2) The hard part – Skills Information – focus on the skills that apply to the position and how they apply (think about team skills, critical thinking skills) you can use both university and work experiences in the section. Educational Experiences and Accomplishments – think about all of your experiences over the past years. Focus on your involvement with different groups – student associations, larger group projects, initiatives - do not just list the accomplishments explain how they fit with the position/firm. Set yourself apart
- 3) Harder Part – Extracurricular Activities show your focus outside of work/school. This section proves that you will be able to relate to clients and co-workers outside of the job and make the personal connections needed to be successful in any career

Completing your CACEE Form (2 of 2)

The hardest part – The Summary section needs to show that you have done your research on the training office and how you will be the best candidate for the position. This is your chance to make a lasting impression with the training office and have you stand apart. Some of the information may be the same for all of your applications but make sure that you have enough **unique** information to show you are interested and that will make them want to interview you.

What are recruiters looking at? (1 of 2)

1st Transcript – GPA

2nd Summary – Include the following:

Why do you want to be a CPA? What along your life travels made you choose this path?

Bring together points from the rest of the CACEE form and show how they have prepared you to work as an Accountant

Who did you have a chance to talk to at the Wine and Cheese – what impact did this have on your choice to apply to that firm?

Why you are a great fit for the firm? Why is the firm a great fit for you?

What makes you unique?

Do not forget to check spelling and grammar in this section

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What are recruiters looking at? (2 of 2)

3rd – Top half of Front page

Your demographics – school, where you want to work

Be truthful in this section if you are not eligible to work in Canada or do not want to travel outside of Winnipeg.

make sure you spell the FIRM's name correctly and list the locations correctly – best way to have your application rejected

4th – bottom half of front page, 2nd and 3rd pages

Sell the skills and experience that you bring to the table as they apply to the accounting field.

Highlight any additional languages that you speak

Don't just list skills but explain how you acquired them and how they apply to your future role

Highlight: Teamwork, Responsibility, Communication Skills and Problem Solving – how you achieved them and what you have learned from them.

Provide information on relevant projects and courses

PROOF READ

PROOF READ EVERYTHING

**Have someone else, a friend,
parent, classmate, etc. review
your form for error**

DON'T:

- relist of all of your courses listed on your transcript
- modify or recalculate your GPA – you can explain if something does not reflect your best
- bold or capitalize every other sentence – use paragraph spaces, underline, italics etc.
- be arrogant – set yourself apart but don't expect to be the best at everything.

DO:

- Showcase yourself to the best of your ability
- Include all pieces asked for
 - CACEE Form
 - Transcript
 - Cover letter (if asked to be included)
 - Resume (if asked to be included)

Co-op Students

- If you are in the Co-op Program, you can request the Co-op Coordinator to review your application form prior to submission
- Contact them at coop@uwinnipeg.ca