

[REDACTED]

August 28th, 2020

Hiring Manager
KPMG Canada

Dear Hiring Manager,

I am thrilled to present my application for a full-time audit position at KPMG in the Toronto office. I believe that my drive to learn and my ability to develop rapport will be an asset to KPMG.

As you will see from my resumé, I am currently enrolled in a graduate diploma at [REDACTED] University in pursuit of my Chartered Professional Accountant (CPA) designation hopefully by May 2021. This highlights my determination as well as my commitment to continuing to expand my knowledge and develop new skills and improve on existing ones that can help achieve personal as well as professional success at KPMG.

Although I do not have relevant accounting experience, I have over 2 years of customer service experience as a produce clerk at Loblaws, where I have encountered and interacted with over a hundred different individuals with varying personalities including managers, co-workers, and customers. I remember an instance where a customer approached me because they were frustrated that we did not sell their favourite brand anymore and that they have been to 2 other stores already who are also sold out. I took the initiative and felt that it was my responsibility to help the customer find out which stores have the product in stock and make sure that they had a positive experience at our store. I knew I made an impact when my store manager passed along a complement from that same customer about me and what I did for them that day and it felt great. I understand that respect and developing positive relationships with customers, co-workers, and managers is imperative to the success of any business especially in auditing whether it is working as a team or providing the best experience to clients the KPMG way.

Last but certainly not least, my interest in accounting but more specifically auditing is not entirely because I am passionate about it but because it reflects who I am as a person. Integrity is a core value of mine and I strive to adhere to that principal every day and I believe that auditing will provide that opportunity for me to materialize and demonstrate that value on a daily basis. At the end of the day, I am just excited to learn and grow and I believe that I can achieve that here at KPMG through the different challenges offered.

I appreciate your time and consideration, and I look forward to discussing this position further.

Sincerely,

[REDACTED]