

1727 Quatsino Place
Comox, BC V9M 1B9
Phone: (250) 895-1799
Email: gkavaliu@gmail.com

August 10, 2020

Deborah Ewart and Andrea Smith – Partners
Pier CPA Group Inc.
702 Island Hwy.
Campbell River, BC V9W 2C3
Phone: (250) 286-1307

Dear Ms. Ewart and Ms. Smith:

Please consider my application for the position of Junior or Intermediate Accountant with Pier CPA Group Inc., as advertised on August 10 on Indeed.com. I will graduate from North Island College in December 2020 with a bachelor's degree in Business Administration with an Accounting focus. Afterwards I plan to pursue my CPA designation. Fabien Gendron, one of my co-op placement supervisors spoke highly of your firm and encouraged me to apply.

As you can see from my enclosed résumé, for the past three years I have worked part-time for Duncan and Company Accounting firm as an accounting technician while attending school. This experience combined with my previous training in computer science has helped me to become proficient in Xero – cloud-based accounting software where I am a certified advisor. I also gained experience completing year-ends, doing monthly books and GST for companies, and preparing tax files.

As an accounting technician, soon to be CPA student, I am aware of the time commitment required at certain times of the year, the need for attention to detail and to be precise. My prior experience as a kitchen manager taught me how to build strong relationships with colleagues. I also grew up in Campbell River and lived there for eighteen years before moving to the Comox Valley for family. I still have ties in Campbell River and would welcome the opportunity to return to the community.

I have worked hard to start on this new career path later in life while balancing school and family. My experience, education, and methodical personality have prepared me to work with numbers, be thorough, and ask questions when needed.

If my background makes me a good fit for your company, please phone me any time at (555)435-8234 or email at gkavaliu@gmail.com.

Sincerely,

G. Kavaliu

Glen Kavaliunas

Encl. Résumé or online at <https://my.indeed.com/p/glenk-vkugt6c>

Glen Kavaliunas

P.O. Box 435
Comox, BC V9M 1B9

Phone: (250) 555-8765
Email: gkavaliu@gmail.com

Accounting Technician. Bachelor of Business Administration student. CPA prospect

Objective: To obtain full time employment in a busy accounting firm where I can mentor a CPA and work towards becoming CPA designated.

Work Experience

- 2017-present **Duncan & Company – Accounting Technician** Comox, BC
- Computer programming - writing programs to convert bookkeeping programs (Sage, Quick books, etc) to Xero - cloud based accounting software.
 - Tax file prep / company year ends
 - Bookkeeping
- 2015-2016 **Crown Isle Golf Community & Resort - Chef** Courtenay, BC
- Breakfast and prep cook
- 2013-2015 **Dolphin's Resort – Angler's Dining Room – Chef** Campbell River, BC
- Line cook / prep for Angler's Dining Room and resort functions (wedding / meetings / celebrations)
- 2007-2013 **White Spot – Kitchen Manager** Campbell River, BC
- Ensuring quality and timeliness of food produced
 - Scheduling kitchen staff
 - Ordering product and maintaining inventory
 - Hiring and training new staff
- 1998-2007 **White Spot – Line Cook/Prep** Campbell River, BC
- Meeting customer expectations (timeline and quality)
 - Following Head Chef's directions
- 1997-1998 **White Spot – Janitor** Campbell River, BC
- Maintaining daily cleanliness of restaurant
 - Ordering and maintaining inventory of cleaning products

Education

- 2016-present **North Island College** Courtenay, BC
- Bachelor of Business Administration - Accounting
- 2006-2008 **International Trade Authority** Nanaimo, BC
- Red Seal Cook
- 1998-2002 **North Island College** Campbell River, BC
- Diploma in Computer Science

Awards and Certificates

- Xero Advisor certified – cloud-based accounting software
- Emergency First Aid for Industry: OFA Level 1
- Food Safe Certificate
- PADI Open Water Diver

Skills

- Accounting
- Computer Programing
- Tax preparation
- Company year-end taxes
- Microsoft Office
- Computer Networking

References

Available on request

1234 Main Street
Comox, BC V9N 1J7

August 10, 2020

Mr. Joseph Volk – Head Chef
Dolphin’s Resort – Angler’s Dining Room
4321 Second Street
Campbell River, BC V9J 19R

Dear Mr. Volk:

I hope you are doing well. Since working at Dolphin’s Resort, I have returned to school and have almost completed a bachelor’s degree in Business Administration. I am currently applying for a junior accounting position with Pier CPA Group Inc., a small accounting firm in Campbell River, BC. I am writing to ask you for a letter of reference.

It was a pleasure and a great learning opportunity working with you for two years as a chef at Dolphin’s Resort. I especially appreciated you sharing your creativity and skill in preparing sauces and spices by taste. I will always remember if I think it is okay, it likely needs a little more salt.

Thank you for taking the time to read this letter. If you are able to provide a letter of reference, please email it to gkavaliu@gmail.com. To include it in my application package, the letter is needed by August 24, 2020. I have enclosed a link to my online résumé, for your reference. Thank you, once again, for your support and guidance.

Sincerely,

G. Kavaliu

Glen Kavaliunas

Encl. Résumé or online at <https://my.indeed.com/p/glenk-vkugt6c>

1234 Main Street
Comox, BC V9N 1J7

August 10, 2020

Mr. Fabien Gendron – CPA Accountant
Duncan and Company
1762 Fourth Street
Comox, BC V9J 18D

Dear Mr. Gendron:

I hope you are doing well. I am almost finished my bachelor's degree in Business Administration. I am currently applying for a junior accounting position with Pier CPA Group Inc., a small accounting firm in Campbell River, BC. I am writing to ask you for a letter of reference.

I appreciate all I learned from you during my CO-OP term and the three years following at Duncan and Company. The knowledge I learned from you regarding tax year ends and bookkeeping has been very valuable. I especially appreciated you sharing your knowledge about cloud-based accounting.

Thank you for taking the time to read this letter. If you are able to provide a letter of reference, please email it to gkavaliu@gmail.com. To include it in my application package, the letter is needed by August 24, 2020. I have enclosed a link to my online résumé, for your reference. Thank you, once again, for your support and guidance.

Sincerely,

G. Kavaliu

Glen Kavaliunas

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1234 Main Street
Comox, BC V9N 1J7

August 10, 2020

Mr. Kent Duncan – CPA Accountant
Duncan and Company
1762 Fourth Street
Comox, BC V9J 18D

Dear Mr. Duncan:

I hope you are doing well. I am almost finished my bachelor's degree in Business Administration. I am currently applying for a junior accounting position with Pier CPA Group Inc., a small accounting firm in Campbell River, BC. I am writing to ask you for a letter of reference.

I appreciate all I learned from you during my CO-OP term and the three years following at Duncan and Company. The knowledge I learned from you regarding account receivable and accounts payable. I especially appreciated you sharing your knowledge about bookkeeping and auditing.

Thank you for taking the time to read this letter. If you are able to provide a letter of reference, please email it to gkavaliu@gmail.com. To include it in my application package, the letter is needed by August 24, 2020. I have enclosed a link to my online résumé, for your reference. Thank you, once again, for your support and guidance.

Sincerely,

G. Kavaliu

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