

April 12, 2011

To whom it may concern:

Please accept my application for a *Junior Accounting* position with your organization.

As a senior commerce student fascinated by the discipline of accounting, I have been inspired to become an Associate Member of the Certified Management Accountants of Ontario and am planning on starting this professional designation in September 2011. While enrolled as a full-time student at the University of Guelph, I also enjoy transferring my knowledge in accounting to undergraduate students by teaching financial and managerial accounting review sessions in addition to working as a Teaching Assistant, Tutor and Undergraduate Research Assistant.

In my previous role as a Property Accountant with RioCan Property Services, for which I was given a grade of "Outstanding" on my formal work performance evaluation, I was responsible for the day-to-day accounting for a complete portfolio of commercial real estate. My ability to consistently show attention to detail was greatly enhanced through the preparation of financial reports including, realty tax recoveries, monthly financial statements and bank reconciliations. Intermediate level accounting and computing skills were exercised daily using Microsoft Excel and the JD Edwards accounting software to perform monthly adjustments and update various schedules. I also worked with on-site property managers to prepare and process annual tenant billings.

My admirable leadership and communication skills have allowed me the opportunity to participate in many accounting conferences and competitions. Most recently, I worked with a group of colleagues to secure first place at the 2011 University of Ottawa Accounting Competition in managerial accounting. I have also been awarded a silver medal in a class of 80 students for my professional presentation skills. While seeking a student representative for a faculty search committee, the Department of Business at the University of Guelph, selected myself as a participant out of 3,000 potential commerce students. I have also been asked to contribute to a committee overseeing the planning and construction of a new building for the College of Management and Economics.

During the summer, I enjoy volunteering for a local youth group and coaching a children's soccer camp. I spend my spare time working on developing a non-profit organization and maintaining a website which provides students with free access to supplemental study material at the University of Guelph.

As a hard working student, with a variety of courses completed in accounting, economics and computing, and who has also devoted time to participating in extra-curricular activities, I am confident that I possess the attributes necessary to succeed in this position. Thank you for taking the time to review my application.

Sincerely,

Ahmed Rizk

# AHMED RIZK

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PHONE: XXX-XXX-XXXX

arizk@uoguelph.ca

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## EDUCATION

### **Honours Bachelor of Commerce, University of Guelph**

Guelph, Ontario

September 2005 – Present

- Major: Management Economics in Industry & Finance (Co-op)
- Completing CMA prerequisite courses
- Graduating in April 2011

### **Wilfrid Laurier University**

Waterloo, Ontario

May 2008 – August 2008

- Completed Intermediate Accounting I, Intermediate Accounting II and Taxation to advance my accounting studies

## WORK EXPERIENCE

### **Undergraduate Research Assistant, University of Guelph**

Guelph, Ontario

September 2010 – Present

### **Teacher Assistant, University of Guelph**

Guelph, Ontario

September 2008 – Present

### **Finance Summer Student, Centerra Gold**

Toronto, Ontario

June 2009 – September 2009

- Ensured consistency and comparability among financial reports
- Reconciled and validated accounting data in the company's financial database
- Prepared journal entries to reconcile accounts to correct amounts

### **Property Accountant, RioCan Property Services**

Toronto, Ontario

January 2009 – April 2009

- Maintained a diverse portfolio of properties and performed periodic financial reporting while meeting tight deadlines
- Prepared year end billing files, monthly financial statements, cash flows, bank reconciliations, realty tax reports and GST returns.
- Quickly adapted to the JD Edwards accounting software

### **Financial Template Quality Assurance Analyst, CaseWare International**

Toronto, Ontario

September 2007 – January 2008

- Accurately customized financial statements and templates to meet client specifications and requirements
- Proficiently tested financial templates on many levels to ensure functionality and quality assurance standards
- Prepared professional training documents for internal use

**Customer Service Representative, Sentex Data Communications**

Cambridge, Ontario

April 2007 – September 2007

- Effectively provided technical support to customers concerning networking, web hosting, email and internet configuration
- Promptly responded to all customer inquiries and correspondence
- Quickly learned and adapted to the Linux/Unix server environment while gaining familiarity with billing software and accounts receivable

**Corporate Team Trainer, Galaxy Cinemas**

Cambridge, Ontario

June 2003 - January 2006

- Responsible for orienting and training new and existing staff members
- Prepared monthly “Corporate Team Trainer Reports” which detailed specific promotions, goals and outlines for upcoming months
- Handled cash and balanced daily deposits and cash flows
- Awarded “Raving Fans +1 Service” on numerous occasions as well as “Employee of The Month” for delivering excellent customer service

**LEADERSHIP & VOLUNTEER EXPERIENCE**

**Director of Technology, Accounting Society of Guelph**

Guelph, Ontario

September 2008 – Present

**Accounting Faculty Search Committee, University of Guelph**

Guelph, Ontario

April 2010 – June 2010

**Counselor, Cambridge Muslim Youth Group**

Cambridge, Ontario

January 2008 – 2010

**TECHNICAL & ACADEMIC SKILLS**

- Completed Financial and Managerial accounting with outstanding final marks
- Gained a cumulative average of 90% in introductory C, HTML and JavaScript programming courses
- Proficient in computer applications including Windows, Word, Excel, Access, PowerPoint and Dreamweaver

**EXTRACURRICULAR ACTIVITIES & INTERESTS**

- Regularly teach accounting review sessions with up to 400 students
- Associate Member of the Certified Management Accountants of Ontario
- Won first place in Managerial Accounting at the 2011 University of Ottawa Case Competition
- Placed third in the 2010 Brock University Accounting Competition
- Awarded fourth placed at Ryerson’s Achieve Competition in 2010
- Playing sports and maintaining a healthy lifestyle
- Building and maintaining websites
- Customizing vehicles and in-car entertainment

UNIVERSITY  
of GUELPH

COLLEGE OF MANAGEMENT & ECONOMICS  
Department of Business

August 23, 2010

To Whom It May Concern

Dear Sirs,

This letter is our unconditional character reference for Mr. Ahmed Rizk.

During the past year Mr. Rizk was selected to join, participate in and contribute to a committee in the College of Management & Economics to screen and select two new faculty for the Accounting Program in our department.

Ahmed was selected for this responsibility due to his dedication and service to the University of Guelph Accounting Society, where he is one of the executives, his thorough and conscientious preparation and delivery of accounting review sessions for hundreds of students twice a term in numerous courses and his commitment to a career in accountancy.

His integrity was never in question during this 3 month long process and his professional demeanour and execution of his responsibilities was very commendable. During the selection process, that included a training session on Human Rights Awareness and Legal Issues, Ahmed always exhibited professional decorum, insightful queries, and well considered reflections. At all times Ahmed exhibited respectful and mature interaction with the committee members, the candidates and other individuals involved in the interviewing, and selection process.

We, the undersigned, consider Mr. Ahmed Rizk to be an excellent representative for the University of Guelph, a responsible and respectful person and an individual that has achieved a high level of accomplishment in our community.

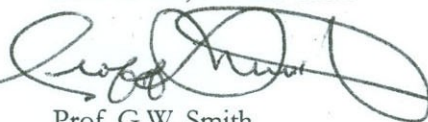
Sincerely



Dr. M. Bowring



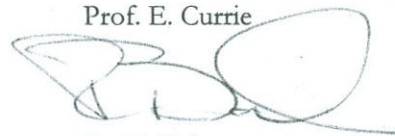
Dr. F. Pries, Interim Chair



Prof. G.W. Smith



Prof. E. Currie



Dr. R. Baker



Dr. M. Breward