8 STEPS FOR ACCOUNTING RECRUITMENT SUCESS

1. WATCH YOUR CAREER BRIDGE

Sign up here to receive information on opportunities, on-campus recruitment, interviews, and other job search or career activities. Log in to the new Career Bridge dashboard with your uleth username and password to sign up for events.

2. REVIEW THE CPA ALBERTA RESOURCES

Carefully review CPA Alberta's information on student recruitment, including the Student Recruitment Framework, and the Tips for Success. Learn more about the CPA Practical Experience Requirements.

3. FIND JOB POSTINGS

View job postings on our Job Board and the CPA Alberta Job Board. Check for additional postings directly on employer websites.

4. ATTEND CAREER EVENTS

Meet with as many employers as possible to learn about opportunities and make a great impression. View the Events Calendar to register to attend employer information sessions. Attend CPA Alberta's Meet Your Employer events (in Lethbridge, Calgary, and Edmonton). Attend the Career Fair in Lethbridge. Attend a Networking Workshop to help you prepare.

5. ORDER TRANSCRIPTS

Most employers request a transcript as part of your application. Order transcripts here. If you need a transcript immediately, you can print or attach an electronic copy of your unofficial transcript from The Bridge and let the employer know you will provide an official copy later.

6. READY YOUR RESUME

Develop a targeted resume and cover letter. For assistance, view our Online Resume Workshop, attend an in-person Resume Workshop, stop by our drop-in hours, call 403-317-2845 or book online to make an appointment to see an advisor, or email us at ces.students@uleth.ca.

7. APPLY FOR POSITIONS

Deadlines and required documents will vary by employer and position, so ensure that you read and follow instructions very carefully. It is your responsibility to ensure that all requested information and documents are submitted by the deadline, in the proper format, and to the specified location. Indicate your current location so we (and the employers) are aware when scheduling interviews.

8. PREPARE FOR INTERVIEWS

Attend an Interview Workshop. If you are shortlisted, you will be contacted by the employer or our office. If we are setting the interview schedule, we will contact you at the email address you provided to the employer. Check your messages often and ensure your voicemail message is professional! If you are not in Lethbridge, we will try to arrange to have you interviewed in Calgary.

CONTACT US

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