

This sample is for guidance only

# Sample Support Letters for CPABC Early Achievement Award Nominations

## Supporting Letters

Thank you for taking the time to nominate a deserving member for a CPABC award. When completing the nomination form, include distinctive and unique information focusing on specific contributions, impact and leadership of the individual being nominated rather than generalities.

The letters of support should clearly show the nominee's leadership and what makes their performance stand out. Letters don't need to cover each aspect of the nominee's service; rather they should provide clear examples of specific aspects of their leadership ability and/or the exceptional nature of their performance over a period of time.

Ideally, the letters would include the following:

1. A brief description of the organization, its work, and role in the community or the profession.
2. The details of the nominee's involvement with the organization, including:
  - o The role the nominee held and length of service;
  - o Significant accomplishments during the nominee's tenure;
  - o The actions or duties the nominee took to achieve the accomplishment;
  - o The time commitment (if applicable); and
  - o The impact of the nominee's work on the organization and/or its members.

The samples provided show the level of detail needed for a thorough package and for strong supporting documents which are vital to a successful nomination. The quality of support letters is more important than the number submitted.

# Sample Support Letters

## CPABC Early Achievement Award Nominations

[date]

Member Recognition Committee  
CPABC  
800 - 555 West Hastings Street  
Vancouver, BC, V6B 4N6

To Whom it May Concern:

It is an honour to nominate Kris Kringle for the CPABC Early Achievement Award.

Kris joined company/firm name in 2016 as a seasonal tax preparer. Their exceptional work ethic quickly stood out, leading to a permanent position. Demonstrating strong capability and dedication, Kris quickly transitioned into an accounting role and was soon promoted to accounting manager. In 2017, Kris successfully wrote the qualifying exam.

Since receiving their designation, Kris has demonstrated exceptional leadership across multiple initiatives and teams within the organization independently taking on additional responsibilities such as coaching and mentoring CPA students, managing recruitment, orientation and onboarding initiatives. Passionate about the profession, Kris promotes the profession to university and high school students through the Financial Literacy sessions they so willingly give their time for. Kris is a strong and powerful communicator and consistently receives positive feedback from attendees.

In addition, Kris is a committed volunteer in the community sharing their expertise and financial skills to assist the organization(s) they are involved with in making sound decisions, launching new programs and attracting new talent to the organizations. For example, at ABC Inc., Kris designed and implemented a dashboard that led to better questions from directors and significantly improved understanding of revenues, expenses and cashflows.

Kris currently serves as Treasurer for a local not-for-profit where a series of controls and modernized the financial statements that they designed was successfully implemented.

Kris exhibits the key attributes not only of a Chartered Professional Accountant but also of a truly exceptional human being – leader, integrity, professionalism, compassion, commitment.

In summary, Kris is an exceptional and inspiring young person, going above and beyond to make a difference in every aspect of their professional life.

Thank for the opportunity to recognize their contributions.

Sincerely,

CPA

[date]

Member Recognition Committee  
CPABC  
800 - 555 West Hastings Street  
Vancouver, BC, V6B 4N6

To Whom it May Concern:

I am writing to support the nomination of Susie Smith for the CPABC Early Achievement Award.

I have known and had the pleasure and opportunity to work with Susie over the past 8 years and it is clear they are an outstanding professional, mentor and leader.

During my time at the regional district of XYZ, I was Susie's senior manager working with Susie on complex consulting engagements, regulatory financial planning and reporting. I was continually impressed with Susie's dedication to the district, the high standards required, and ability to balance this with life outside work. They continually exceeded my expectations, and I was able to give them increasingly complex work both from a managerial and technical perspective. I witnessed Susie further engage in the district's extracurricular activities on various committees and initiatives from recruiting new employees to business development to training.

I was impressed to see Susie further engage in activities in support of the accounting profession involving Financial Literacy and giving back to the profession on volunteer committees and forums. They encouraged others to get involved resulting in additional CPAs contributing their knowledge and expertise.

As an example of their leadership, Susie formed a committee for new employees as a way to allow younger peers to play a role on a formal committee dedicated to building stronger relationships within the community.

Susie exemplifies many of the traits that an aspiring CPA should seek to emulate. She is a leader who inspires and motivates others around her to perform above and beyond what they thought they were capable of. She has the ability to inspire confidence and build teams to work together to achieve common goals.

Susie's leadership and professionalism reflects well on the profession. They are impactful and they have already made a significant contribution to our regional district, community and the CPA profession. As such, I am delighted to recommend her for the CPABC Early Achievement Award.

Yours truly,

CPA

[date]

Member Recognition Committee  
CPABC  
800 - 555 West Hastings Street, Vancouver, BC, V6B 4N6

Dear Member Recognition Committee

My name is Everett Town and I am the CEO of ABC Company. ABC Company is a small company specializing in trademarks, patents, copyrights and protecting intellectual property.

It is my pleasure to write this letter in support of Lucy Gilbert for the CPABC Early Achievement Award.

ABC Company recruited Lucy from the public practice firm where she worked as a Senior Accountant. In a very short four years, Lucy rapidly expanded her role growing from Senior Accountant to Vice President, Client Relations, demonstrating leadership, wisdom, and industry savvy well beyond their years.

I have watched them solve complex matters with skill, strategic thinking, and passion. Their ability to communicate in easy-to-understand terms with our clients is truly exceptional, resulting in long-term relationships with returning and new clients.

Their leadership style is collaborative, inclusive, and motivates other team members to stretch beyond what they thought they were capable of. Under their guidance and mentorship, many of the team have been inspired to pursue their CPA designation.

I am also aware that Lucy is active in the community, giving willingly of their time, sharing their skillsets for the betterment of others, and while I have not been personally involved with the organizations to which they volunteer, mutual colleagues have mentioned their impactful contributions such as leading and developing a sustainable funding model, streamlining financial reporting, and enhancing governance policies for the respective organizations.

Susie is a very deserving candidate for the Early Achievement Award. I have no doubt her leadership and passion will increase the visibility of the CPA profession and create awareness of the critical work and services their members provided to communities and organizations not only throughout BC but beyond.

Regards,

CEO