

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.

The samples provided are meant to help you understand what kind of details are required in the supporting documentation for a thorough package, which is a vital component of a successful nomination. The quantity of letters of support submitted with the nomination file is not as important as the quality of the endorsement letters.

The letters of support should adequately highlight the nominee's leadership and the exceptional nature of their performance. Letters are not required for each aspect of the nominee's service; rather they should present evidence of specific aspects of their leadership ability and/or the exceptional nature of his/her 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.

September 2, 2024

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. His 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 his 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 he so willingly gives his time for. Kris is a strong and powerful communicator and consistently receives positive feedback from attendees.

In addition, Kris is a committed volunteer in his community sharing his expertise and financial skills to assist the organization(s) he is 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 he successfully implemented a series of controls and modernized the financial statements.

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 his professional life.

Thank for the opportunity to recognize his contributions.

Sincerely,

CPA

August 4, 2024

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 Smtih 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 she is an outstanding professional, mentor and leader.

During my time at XYZ LLP, I was Susie's senior manager working with Susie on complex audit and consulting engagements. I was continually impressed with Susie's dedication to the firm, the high standards required, and ability to balance this with life outside the firm. She continually exceeded my expectations, and I was able to give her increasingly complex work both from a managerial and technical perspective. I witnessed Susie further engage herself into the firm's extracurricular activities on various committees and initiatives from recruiting to business development to training.

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

As an example of her leadership, Susie formed a young alumni committee as a way to allow younger peers to play a role on a formal firm committee dedicated to building stronger relationships with alumni.

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. She is impactful has already made a significant contribution to our profession. As such, I am delighted to recommend her for the CPABC Early Achievement Award.

Yours truly,

CPA

August 24, 2024

Member Recognition Committee

CPABC

800 - 555 West Hastings Street, Vancouver, BC, V6B 4N6

Dear Member Recognition Committee

Mary Smith has been the Chair of the Anytown Chapter for the past two years. She previously served on the chapter board as vice chair for two years and treasurer for two years in the chapter. Before that, as a new CPA, she also served as PD Chair and Education Chair in the chapter.

Mary worked with CPABC staff to survey the chapter members about the kind of social networking events that members were interested in. As a result of the input, the chapter started holding networking events to bring mentors and mentees together, and events where employers and students networked. Overall, the number of members attending social networking events increased by 50% in each of the last 3 years. The satisfaction for the events also increased by 5%.

As Vice Chair, Mary proposed that the chapter had the capacity to make a positive impact on Anytown. Mary connected with the community contacts to develop a plan to begin community volunteerism, and did all the legwork to launch three community programs. The annual chapter plan now includes CPA teams participating in community events. The first was participating in a community clean up event where two CPA chapter teams cleaned up a local park. The second was to have a CPA chapter team work at the food bank twice a year. Finally, she formed a CPA Chapter team who participated in the Ride for Cancer. These community initiatives resulted in 300 person-hours of volunteerism being provided by the Chapter into the local community.

As Chair, Mary is now mentoring a young CPA who has taken on a new role on the Chapter Board, as the Community Chair.

These efforts required a significant time commitment. Mary has contributed over 120 hours for each of the last five years in the roles that she has taken on for the Anytown Chapter. In the past three years, when introducing the Community activities, she volunteered an additional 100 hours annually to launch those programs.

By increasing the social networking events, Mary has increased the participation in the chapter. By introducing the Community volunteerism events, she has increased the public profile of the Anytown Chapter through the public recognition of the CPA Chapter teams who participated. We, the members of the board of the Anytown Chapter, therefore submit this nomination form, feeling that Mary is deserving of receiving the CPABC Early Achievement Award.

Regards,

CPA