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Hensall, Ontario NOM 1X0  
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September 5, 2020  
Hiring Manager  
KPMG  
Commerce Place, 21 King St W Suite 700, Hamilton, ON L8P 4X9

To Whom it May Concern;

Re: Audit Co-op position Hamilton, Job I.D.:2020-5459

I am very interested in this Accounting Co-op opportunity as a Redeemer University student in the Co-op Business program. This job came to my attention as it was posted on the Hire Redeemer Job Board website. I am currently studying Honours Accounting at Redeemer University. At this moment, I am about to enter my third year, graduating in 2023, and looking for my first Co-op work term.

The Accounting industry that KPMG serves is interesting to me since it is such a competitive environment. The fact that KPMG has firms operating in 153 countries world-wide, employs over 205,000 people, and is part of the 'top 4' firms tells me that KPMG would be an excellent and education place to do my Co-op. A Co-op job at KPMG would be a great step in the direction of my accounting career. My time working at McDonalds and Lucan Country Gardens has allowed me to bring customer centered commitment, strong communication skills especially during stressful periods, and solutions to problems to the table. Excellent organizational skills, time management skills, able to work efficiently on my own, and attention to detail come from being a diligent student who was selected for the Dean's Honour List on two occasions.

I would be pleased to receive an interview to allow myself to explain my further interest and qualifications, and to learn more about this opportunity. Don't hesitate to let me know if can provide any more information for you. I hope to hear from you and will follow up. Thank you for your consideration.

Sincerely,

Toon Garritsen

Enclosure:       Resume, September 5, 2020

# Toon Garritsen

519-200-5983

tgarritsen8@gmail.com

Hensall, ON

## Education

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### **Bachelor of Arts, Accounting, Honours Co-op Program**

Redeemer University, Ancaster, ON

Expected Completion: April, 2023

### **Bachelor of Commerce, Public Management, Co-op Program**

University of Guelph, Guelph, ON

Completed 1 Year, 2019

## Work Experience

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### **Landscaper**

Lucan Country Gardens, Lucan, ON

2020 (Summer Position)

- Ensured flower basket, vegetable, and herb shipping orders were completed efficiently and accurately in order to meet tight and hectic delivery times during shipping season
- Assisted with the construction of landscaping projects to allow the organization to maintain exceptional landscaping quality standards

### **Installer Specialist**

Huron Awnings and Ventilation Systems, Hensall, ON

2018-2019 (Summer Position)

- Installed ventilation systems to enable the organization to complete projects faster which resulted in staying on schedule during the busy season
- Demonstrated high degree of perseverance through a physically taxing job and having worked through varying weather conditions.

### **Crew Member**

McDonald's Restaurant, Exeter, ON

2016-2019 (Part Time/ Full Time)

- Occasional Kitchen Manager, worked in the kitchen, cashier, and maintenance departments resulting in a 'universal' employee. This allowed for assisting in all departments, resulting in satisfied customers
- Demonstrated leadership qualities through taking responsibility for incorrectly assembled burgers, by motivating others during peak periods, and supporting the managers

### **Broccoli Buncher**

Vischer Farms, Exeter, ON

2014-2017 (Summer Position)

- Ensured broccoli orders were finished on time through being a line leader and supervised over the quality of the broccoli bunches and motivating fellow employees

## Additional Experiences

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### **Brand Ambassador**

2018-2019

- Assisted with the organization of various events for the Public Management Club at the University of Guelph to ensure students were aware of the program and its events
- **Student's Council President** 2017-2018
- Demonstrated leadership through representing the student body and organized numerous school wide events

# Transcript:

Spring/summer 2020 (2020-05-01-2020-08-31) Term GPA: 10.000				
Course Section	Title	Credits	Final Grade	Midterms
				1
<b>BUS-204-A</b> 2020-05-01 - 2020-08-31	Intr. to Managerial Accounting	3	A-	
Winter 2020 (2020-01-06-2020-04-23) Term GPA: 9.200				
Course Section	Title	Credits	Final Grade	Midterms
				1
<b>BUS-122-A</b> 2020-01-06 - 2020-04-23	Decision Making for Manager	3	B+	
<b>BUS-225-A</b> 2020-01-06 - 2020-04-23	Managemnt Inform'n Technology	3	A-	
<b>BUS-335-A</b> 2020-01-06 - 2020-04-23	Business Law	3	B-	
<b>COOP-101-A</b> 2020-01-06 - 2020-04-23	Co-op Preparatory Course	0	P	
<b>HUM-210-A</b> 2020-01-06 - 2020-04-23	Understanding World Through Ar	3	B+	
<b>SCI-210-A</b> 2020-01-06 - 2020-04-23	Understanding World Through Sc	3	A	