

**Re: Undergraduate Employment 2022**

Your school has been chosen from a select number to participate in our 2022 intake. Our Undergraduate Recruitment Program has been in operation since 1995, its previous success has led to its continuation, and in 2022 we intend on hiring at least two people from the group of chosen schools. This program, aimed at Year 12 Accounting or Business Studies students, offers full time employment within our Chartered Accounting firm.

Tilbrook Rasheed, established in 1994, is an innovative and dynamic accounting firm that enjoys great clients participating in a variety of industries. Our firm has 11 partners, and 62 accounting and support staff. We are a young firm that enjoys a great culture and a strong commitment to team work.

The position on offer for 2022 will involve the candidate engaging in full time work, whilst completing part time university studies. The firm offers paid study leave, flexible working hours to cater for university timetables and a thorough internal education program. The type of work involved for the successful candidate will include the preparation of financial statements for a variety of entities, preparation of income tax returns, participation in client meetings, involvement in business planning and general client contact. The successful candidate will benefit from practical experience whilst completing the theoretical studies at university and finish their degree substantially advanced from the normal university graduate. The majority of our current professional staff have been through the undergraduate program and are testimony to its success.

The type of candidate we are seeking will be someone who wishes to work in a professional atmosphere, experience how a diverse range of businesses operate, work closely in a team environment and like the idea of getting a jump start on their career.

This preliminary correspondence is intended to gauge student interest in this role. We envisage that this letter could be read to your Year 12 class and students can then indicate their interest in pursuing the matter. Subject to how many students express an interest in applying or at least learning more we would then like to make a time to visit the class / interested persons to discuss the role in more detail.

We intend to run our interview process during the October school holiday period. Therefore, we ask that applications including cover letter, resume and copy of latest transcripts are received by Wednesday 22 September 2022.

We thank you for your willingness to participate in this program, we hope that it appeals to your students and if nothing else presents them with another career option for consideration. For more information on the firm, we encourage you to browse our website at [www.trca.com.au](http://www.trca.com.au).

We invite you to contact us to find out more about the program and we would be pleased to discuss it further.

Yours sincerely

**TILBROOK RASHEED PTY LTD**



**JODIE REBERS, HR COORDINATOR**