



CPA ALBERTA ACHIEVEMENT AWARDS

Sample Support Documentation— Early Achievement Award

Supporting letters

Thank you for taking the time to submit a nomination for a deserving candidate for the CPA Alberta Achievement Awards.

The samples provided will help you understand what details are required in the supporting documentation for a thorough package, a vital component of a successful nomination. The quantity of letters is unimportant, rather quality endorsement letters should be considered and submitted with the nomination file.

The letters of support should adequately highlight the candidate's leadership and the exceptional nature of the candidate's performance. Letters are not required for each aspect of the candidate's career presented; rather they should present evidence of specific aspects of the candidate's leadership ability and/or the exceptional nature of his/her performance. Ideally, the letters would include the following:

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

Other support materials

Any emails, media clippings or publications can also be submitted. These items can reflect the same details as above or complement the factual information provided.

Please read the samples that follow at your convenience. If you then have any further questions, please contact awards@cpaalberta.ca.

Letter of Support—Early Achievement Award Nominee

Re: Nomination of Darren Davis CPA for an Early Achievement Award

Dear Committee Members,

It is my distinct pleasure to support the nomination of Darren for an Early Achievement Award. There are two reasons for my support. First, mentorship—significantly contributing to the development of new CPA’s technical skills and their ability to develop sound professional judgment. Second, networking (and soft skill development) with students outside the classroom and connecting them with the CPA profession.

Darren began teaching at the ABC University part-time while working in public accounting. Darren enjoyed the teaching experience so much that he joined us full time at the University. Darren wanted to be an educator and help develop the next generation of CPAs by imparting sound technical knowledge and by serving as a mentor and role model of how to conduct oneself professionally as a CPA.

Darren has taught many courses from introductory accounting, tax, and MBA level financial accounting. These courses are technically demanding, require frequent updating, and yet have been well received by students. Darren won the MBA Mackenzie Teaching Award in 2020, which is quite unusual since MBA students usually do not major in accounting, and do not choose accounting professors for MBA teaching awards.

During the pandemic, Darren helped teach an overload of classes to cover for a colleague who was ill and has engaged in teaching an additional series of weekend boot camps to enhance student familiarity with accounting software, data analytics tools such as Power BI, and even case studies based on real company data and scenarios. Darren is dedicated to the development of the highest level of technical knowledge for students aspiring to become CPAs. Darren is deeply engaged with students outside the classroom. He:

- has sponsored student scholarships;
- chairs an alumni engagement committee;
- coaches students for case competitions—ABC’s student team has won 1st prize in the CPA Alberta case competition for the last three years;
- has engaged with student run conferences (JDC West, RMBS); and
- has reached out to high school students through NXT GEN with an EDI (Equity, Diversity, and Inclusion) focus especially on reaching out to LGBTQ2S+ students.

Darren also engages with CPA Alberta and the CPA Western School of Business and has served as the MC at the CPA graduation ceremonies in Edmonton and Calgary. Students meet Darren in class, in weekend boot camps, in preparation for case competitions, at student-run conferences, and even at CPA graduation ceremonies.

Darren is a proud CPA who is an excellent role model for accounting students and brings stature and honor to the CPA profession. I strongly support Darren's nomination as a very deserving candidate for an Early Achievement Award.

Karen James CPA
Professor, ABC University

Letter of Support—Early Achievement Award Nominee

Re: Nomination of Jeanette Mulberry CPA for an Early Achievement Award

Dear Committee Members,

I am reaching out to provide my support for the nomination of Jeanette for an Early Achievement Award. This award recognizes Jeanette's significant contributions to the advancement of clean energy infrastructure, making a positive impact in the reduction of greenhouse gas emissions, and promotion of the green economy through her career and community, bringing distinction and honor to the CPA profession.

As a co-founder of Conservative Energy, I have had the pleasure of working closely with Jeanette for almost 3 years where I have direct experience working with her to grow Conservative Energy from two to fifteen full-time employees and geographic expansion of operations into the United States. Today, Conservative has secured its first portfolio of projects with Wheatgrass Energy, a U.S organization, and is executing its first four clean energy projects, totaling 60MWs and \$1XX million. In Conservative's young existence, the company has managed to build a prospective pipeline of projects totaling \$X billion across North America, including Alberta, Saskatchewan, Nova Scotia, Ohio, Indiana, Louisiana, Texas, and California.

The company's success to date is a direct result of Jeanette's outstanding leadership and vision to create an organization squarely focused on creating impact to combat climate change for generations to come.

Before Conservative, Jeanette was a director at Pipeline Capital, where she developed the largest portfolio of anaerobic digester, waste-to-energy projects in North America totaling \$250 million. That portfolio forged the early days of waste-to-energy development and paved the way for a fast-growing and important clean fuels sector.

Jeanette and I have known each other since undergraduate at ABC University. Our journey together started back in 201X when the foundations of Apprentice Energy were being created. Apprentice Energy is a global non-profit empowering over 20,000 students from over 75 countries to accelerate the energy transition to a sustainable, equitable energy future. Jeanette was an original co-founder and current member of the board of directors involved in governance, strategy, and fundraising.

Jeanette is a true community builder, endlessly generous with her time, helping new folks enter the clean energy sector and an equally important bridge builder with sector veterans to help ensure we leverage the knowledge and experience of our predecessors as we aim to shape the future of the sector sustainably.

Jeanette's ability to approach challenges through a lens of opportunity has always pushed her team toward the possible. One of her great superpowers is helping her colleagues be the best versions of themselves and push past their own perceived barriers. This translates into a team of people who can drive and deliver on ambitious goals with a key focus on impact, particularly climate impact.

I am extremely fortunate to professionally watch Jeanette flourish, and to personally become a very dear friend. She is very deserving of this award, and I wish her continued success. I would like to highly recommend her for this distinction.

Sincerely,

Bob Ramsey CPA
CEO, Conservative Energy