



**27th ANNUAL
SKILLS MANITOBA COMPETITION
CONTEST DESCRIPTION
APRIL 10, 2025**

CONTEST NAME: Job Search

CONTEST NO: 83

CATEGORIES: Secondary (9-12)

NOTE: Secondary Level: **1 competitor per school limited to 8 competitors in total**

- Contest will be located in Boardroom A-111 – Red River College – Notre Dame campus

PURPOSE OF CHALLENGE:

In today's job market, strong interview and job application skills are critical to participate and succeed in the labour market. The Job Search competition stresses the importance of an effective resume, cover letter, and strong interview skills in securing employment. The Job Search competition simulates the job search preparation and interview process that any job seeker will experience during their search for employment. Competitors are evaluated on their ability to present their application materials and themselves effectively and professionally, which links directly to the requirements of the position for which they are applying. Students will go through many of the same steps a real job seeker would experience:

- interpret a job posting
- create a cover letter
- compose a résumé
- participate in an interview

Candidates will be interviewed by a panel of judges with years of experience hiring personnel for their respective workplaces.

HOW TO APPLY:

1. Read the two job descriptions at the end of this document and select the one that best suits the candidate's skill sets. Once selected, candidates will apply for the job to the Skills Manitoba Job Search chairperson, Lisa Gibb, via email at lisagibb@ksd.mb.ca. Candidates will submit both a cover letter and résumé in **PDF (portable document format)**. Submissions must be made by 4:00 p.m., March 14th, 2024. There will be no exceptions to this file format or due date.

-Submitted Cover Letter:

Competitors will prepare a cover letter that is professional in tone and appearance. The cover letter must highlight their skills, experience and suitability for the job posting they have selected. Information submitted must be based on competitors' actual personal skills, experience, knowledge, and education.

Your cover letter should be:

- clear and concise using appropriate block letter formatting.
- contain an appropriate opening paragraph that includes:
 - purpose, job applied for, and where/how applicant found the job posting
- a well-constructed body that is no more than one paragraph in length that highlights:
 - skills, knowledge, experience, and aptitude for position
- a brief closing paragraph that:
 - refers the reader to your résumé, contains contact information, asks for a personal interview, and thank the reader for their time and consideration.

-Submitted Resume:

Competitors must create a professional resume for the position they have selected. The resume must:

- highlight relevant transferable skills, education, experience, and knowledge
- Clearly convey the competitors' aptitude for the position applied for.

Information submitted must be based on competitors' actual personal skills, experience, and education and cannot be fabricated. The resume must be:

- formatted appropriately and consistently
- include relevant headings and sections (name, address, objective or summary, education, work experience, volunteer, certificates, interests, etc.).
- a maximum of two pages in length

2. The Competition Chairperson will acknowledge applicants by return e-mail indicating receipt of the documents.
3. The application will be reviewed, and if the candidate has a sufficient cover letter and resume, the candidate moves to the "short list" of likely applicants. On March 21st, between 12:00 p.m. and 1:00 p.m., each candidate will be invited via telephone to an interview. Candidates must provide a *phone number* where they can *easily* be reached by *voice*.

The Provincial competition is equivalent to the first interview in the Job Search Competition. The successful candidate will move on to the National Job Search competition, ultimately "hiring" a successful candidate.

ELIGIBLE CANDIDATES:

Any secondary-level student (grades 9 to 12) from any Manitoba high school who has attended secondary schools for four years or less can apply and participate in this competition.

** Generally, the provincial competition only allows ONE candidate per high school. Should the number of competitors prove to be low for the competition, the chair may allow, in rare cases, multiple candidates from a single school. Contact Lisa Gibb (lisagibb@ksd.mb.ca) after the application deadline to inquire about multiple candidates.*

MANDATORY REQUIREMENTS:

1. To be eligible for the Provincial Job Search Competition, teachers must email the Provincial Job Search Competition Chairperson, Lisa Gibb (lisagibb@ksd.mb.ca), and provide their name, school, telephone number, and the name of the potential candidate by **March 7th, 2025**. *Failure to meet this deadline will result in a penalty of 15 marks (this aspect is not open for appeal).*
2. To compete in the Provincial Competition, all candidates must email their résumé and cover letter in **portable document format (pdf)** to the Provincial Job Search Competition Chairperson, Lisa Gibb (lisagibb@ksd.mb.ca), by **March 14th, 2025**. *Failure to meet this deadline will result in a penalty of 15 marks (this aspect is not open for appeal).*
3. The competitors may select ONE of the two jobs listed at the end of this document and review the advertised positions attached:

- **Jr. Landscape Construction Labourer**
- **Marketing Assistant**

SKILLS AND KNOWLEDGE TO BE TESTED:

The goal for most, if not all, students is to find employment that they enjoy. Some find that job right away; others may try a few before finding the right fit. Some, however, may not be able to get the job they want because of a lack of skills and experience in the hiring process. This competition helps train candidates to develop essential skills used in nearly every job, regardless of complexity.

SKILLS FOR SUCCESS Skills Competences Canada (SCC) is working with Employment and Social Development Canada (ESDC) to raise awareness of the critical role of Skills for success in education, training, and the workforce. Strength in these skills will ensure you are well-prepared for every task you encounter.

The following skills have been identified and validated as key skills for the workplace: 1. Numeracy, 2. Communication, 3. Adaptability, 4. Collaboration, 5. Creativity and Innovation, 6. Writing, 7. Problem Solving, 8. Reading, 9. Digital.

Please visit <https://yourskillsforsuccess.com/> for the latest skillset listings.

SCORING:

Item:	Point Value:
Advance Submission- Teacher Email	5
Advance Submission- Candidate Professional Email	5
Advance Submission- Cover Letter	20
Advance Submission- Resume	20
Telephone etiquette	5
Job Interview scoring with the Human Resources Team	45
TOTAL:	100

In the event of a tie, the Provincial Job Search Competition Chairperson and the judges will review the results and decide on the gold medal winner based on the following criteria:

- a) The score for the ‘Job Interview Responses’ will be used to break the tie.
- b) In the event of a tie remaining after applying criteria a), the highest score in the Resume submission will be used to break the tie;
- c) Should a tie remain after applying criteria a) and b), the highest score in the Cover Letter criteria will be used.

NATIONAL COMPETITION ELIGIBILITY:

The gold medalist must score a mark of **70% or higher** to attend the National Skills Competition

WORKSITE SAFETY RULES / REQUIREMENTS: Safety is the top priority at the Provincial Skills Competition. All participants in the SCS Provincial Competition must meet the designated safety requirements for their respective event areas. These safety requirements will be thoroughly explained during the orientation with all the competitors. It is essential to adhere to these safety guidelines, as failure to do so will result in non-participation in the competition.

INFRACTIONS AND MARK DEDUCTIONS:

- Any infractions of the contest scope, project outline(s), and rules will result in appropriate mark deduction(s) at the discretion of the Tech Chair(s)/Judge(s).
- Not all infractions lead to automatic disqualification unless explicitly stated in the competition scope.
- The Tech Chair and Director of Competitions will review decisions regarding mark deductions or possible disqualifications.

NATIONAL COMPETITION INFORMATION:

Only the Gold Medal Winner of the Provincial competition will be eligible to compete at the National Finals. If you are a Gold Medal Winner, you will be able to review the competition documents for the National Skills Competition and be required to follow the instructions outlined therein. You must re-design your resume and cover letter to meet the job postings for the National competition and send it via e-mail to the National Job Search Competition Chairperson to compete in Nationals.

PROVINCIAL COMPETITION CONTACT INFORMATION :

Mrs. Lisa Gibb
c/o Skills Manitoba
31 – 1313 Border Street
Winnipeg, Manitoba
R3H 0X4

Email: lisagibb@ksd.mb.ca

We encourage everyone to approach the competition with a positive and supportive attitude, demonstrating good sportsmanship and respect for fellow participants and organizers. We have come together to celebrate skills and trades, fostering an environment of growth and mutual support.

Job Description 1: Jr. Landscape Construction Labourer

Prairie Contracting is a pioneer in the green industry specializing in landscape construction for many large commercial and urban developers. We are seeking youth interested in summer employment that could lead to a potential career within the construction/landscaping trade. Our company provides competitive wages and benefits and a great collaborative team.

The Jr. Landscape Construction Labourer will assist in a variety of tasks, including learning and working in all aspects of commercial landscaping, retaining walls, tree and shrub planting, placing, spreading, and grading soil, mulch, or aggregate, receiving and unloading plant material, site clean-up, using hand tools and other small equipment, and other manual jobs as required. Maintaining safety is a number one priority in all daily activities.

We require the following:

- **Collaboration:** you contribute to and support others to achieve a common goal.
- **Adaptability:** you are responsive to the needs of clients and co-workers & changing work/schedules.
- **Positive Attitude:** you bring an upbeat attitude and contribute positively to a team atmosphere.
- **Communication:** ability to receive, understand, consider, and share information and ideas **clearly (both oral and written) through speaking, listening, and interacting with others.**
- **Self-Motivated:** you take initiative in addressing tasks and projects.;
- **Problem Solving:** ability to identify, consider solutions, troubleshoot and/or make decisions.
- **Reading/Writing/Digital:** ability to find, understand & read & respond to emails, reports, and& instructions; and complete required forms, reports and weekly timesheets.
- **Numeracy:** a general ability to perform basic calculations and measurements.

Other requirements:

- Some experience using hand tools and operating small machines is an asset;
- Ability to work calmly in a fast-paced environment and to organize your time effectively;
- Ability to work safely and adhere to all safety procedures and requirements;
- Ability to carry up to 50lbs of various materials during potential long shifts of different projects;
- First Aid Certification is an asset.

Full-time or part-time hours are available from late June to late August. With good performance, there may be opportunities for continued part-time employment during the school year.

Please email your résumé and cover letter **in one PDF file** to:

Mrs. Lisa Gibb
Manager, Prairie Contracting
P.O. Box 123
Regina, Sk.
A1B 2C3

lisagibb@ksd.mb.ca

Job Description 2: Marketing Assistant

Stone Software is seeking a motivated and detail-oriented Marketing Assistant to join our dynamic team in Regina, SK. This role is ideal for someone passionate about marketing, eager to learn, and excited to help our growing company. The successful candidate will support the marketing team in various tasks, helping to drive our brand's success.

The marketing assistant will assist the marketing team with various tasks to help our brand succeed; help create and run marketing campaigns; manage our social media accounts and engage with our online community; prepare and edit marketing materials like presentations and brochures; support the creation and sending of email newsletters; work with the team to plan and run promotional events and monitor and report on how well our marketing efforts are performing.

What We're Looking For:

- **Communication Skills:** You have strong writing and speaking skills.
- **Problem Solving:** You can identify issues and find solutions.
- **Reading Skills:** You can understand and use information from various sources.
- **Writing Skills:** You can write clearly and effectively.
- **Digital Skills:** You are comfortable using technology to create and share content.
- **Creativity:** You have a creative mindset and pay attention to detail.
- **Collaboration:** You work well with others to get things done.

Additional Requirements:

- Proficiency in Microsoft Office or Google Workspace and familiarity with marketing tools like Canva.
- Ability to work both independently and in a team.
- Previous marketing experience is a plus but not necessary.

We offer a competitive wage, with full-time or part-time hours available from late June to late August. If you perform well, there may be opportunities for part-time work during the school year.

Please email your résumé and cover letter **in one PDF file** to:

Mrs. Lisa Gibb
Manager, Stone Software
PO Box 123
Regina, SK
A1B 2C3

lisagibb@ksd.mb.ca