



28th ANNUAL SKILLS MANITOBA COMPETITION CONTEST DESCRIPTION APRIL 9, 2026

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 13th, 2026. 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 the position
- a brief closing paragraph that:
 - refers the reader to your résumé, contains contact information, and 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 27th, between 12:00 p.m. and 1:00 p.m., each candidate will be invited to an interview via telephone. Candidates must provide a *phone number* where they can *be easily* 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 school 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 6th, 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 13th, 2026**. *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:

- Sustainable Ground Crew Support
- Junior Tradeshow Logistics Coordinator

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:

- The score for the 'Job Interview Responses' will be used to break the tie.
- 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;
- 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 orientation for all 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 redesign your resume and cover letter to meet the job postings for the National competition and send them via email 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: Sustainable Ground Crew Support

The City of Toronto is seeking students for work during the summer months with our ground crews at municipal golf courses. Training in safe groundskeeping and landscaping work practices, and the use of a variety of small power equipment will be provided. Full-time and part-time hours are available with a variety of shifts, most starting before the golfers arrive early morning, leaving you free to enjoy the summer afternoons. Some shifts on weekends, evenings and holidays may be required.

Role Overview

You will work as part of a ground crew team for much of the day, with some independent assignments from time to time. You will perform a variety of tasks related to the maintenance of the golf course and grounds, including planting, weeding, mowing, edging, trimming, and aerating. Some operation of small power equipment and routine maintenance of this equipment will also be required.

We require the following:

- **Self-motivated:** you take initiative to do assigned work without close supervision.
- **Team Contributor:** you work co-operatively with others to complete tasks.
- **Customer Focus:** you recognize the impact of your work on our visitors' experience.
- **Communication:** you understand and convey information well verbally and in writing.
- **Positive Attitude:** you have a positive attitude in your work.
- **Education/Experience:** An interest in horticulture, landscaping, or groundskeeping and previous experience using related power equipment would be an asset but not required.
- **Licenses/Certification:** WHMIS training will be provided.

A competitive wage is provided. Full or part-time hours are available from late June to late August. With strong performance, there may be opportunity for employment in future years.

Please email your résumé and cover letter, **in one PDF file**, by 4:00pm on Friday, March 13, 2026 to:

Mrs. Lisa Gibb
Manager, Parks and Recreation, City of Toronto
PO Box 123
Toronto, ON, M1M 1M1
lisagibb@ksd.mb.ca

Job Description 2: Junior Tradeshow Logistics Coordinator

ABC Contracting is hiring motivated youth to support the construction trades. This summer role offers hands-on experience in event logistics and helps showcase our innovative, sustainable renovation services. We offer competitive wages, benefits, and flexible hours. Weekend and some evening availability required. Ideal for students interested in business, marketing, or event planning. Prior work or volunteer experience is helpful but not required.

Role Overview

As a Junior Tradeshow Logistics Coordinator, you'll assist with booth setup/teardown, signage, exhibitor check-in, product displays, and demo stations. You'll engage attendees, distribute promotional materials, and gather feedback. You'll represent our brand at major expos, promoting our services and commitment to sustainability and social impact.

We require the following:

- **Team Contributor:** you work well in a fast-paced team setting.
- **Customer Focus:** you greet and welcome guests and exhibitors.
- **Positive Attitude:** you bring energy to long event days.
- **Communication:** you interact effectively with clients and staff.
- **Self-motivated:** you anticipate tasks and take initiative.
- **Organization & Management:** you manage multiple tasks and priorities.
- **Other:** you can safely lift/move equipment (up to 15kg).

Full-time hours available from June to August. Strong performance may lead to continued employment.

Please email your résumé and cover letter, **in one PDF file**, by 4:00pm on Friday, March 13, 2026 to:

Mrs. Lisa Gibb
Manager, ABC Contracting
PO Box 123
Toronto, ON, M1M 1M1

Email: lisagibb@ksd.mb.ca