



Contest Description
 Edmonton Expo Centre, Edmonton
 May 7, 2025

EVENT: JOB SEARCH	LEVEL: Secondary
WORLDSKILLS TRADE #: 83	LOCATION: Edmonton Expo Centre, Edmonton Room 109 and 109A
DURATION: 7 hours (1 day only). Interview and presentation times will be drawn randomly at orientation.	REGIONALIZED: No
COMPETITION SCHEDULE: May 7: Orientation – 8:00am Interviews and Presentations – 9:00am – 3:00pm Lunch break – 12:00 – 1:00pm	

Please Note: This document is subject to change as competition information is updated. Competitors are responsible for staying up to date with the most recent information. Check the footer for last updated date. Changes will be highlighted in yellow.

CONTEST INTRODUCTION

Purpose of the Contest

In today’s job market, strong interview and application skills are crucial. The job search competition stresses the importance of an effective resume and cover letter along with strong interview skills in securing employment. The Job Search competition simulates the application and interview process that any job seeker will experience. Competitors are evaluated on their ability to present their application materials and themselves in an effective and professional manner.

PROJECT SUBMISSION

Competitors will be required to submit a cover letter and resume (**in one single PDF document**) as well as a Skills for Success presentation in your choice of format (i.e. – **Power Point, Google slides**, etc.)

All documents must be submitted **no later than 4:00pm on April 18, 2025**. All applicants will receive a confirmation email to confirm receipt of the submission.

Submission Link: <https://skillsalberta.jotform.com/233195095685265>



PROJECT DESCRIPTION

The competition will be divided into the following phases:

1. Resume & Cover Letter Advanced Submission:

Competitors shall apply for one of the two mock positions posted at the end of this document with a cover letter and resume as a single PDF Document. See SUBMISSION REQUIREMENTS above for details.

Resume & Cover Letter Judging Criteria:

- The cover letter and resume need to be tailored to the job posting and address all relevant qualifications, demonstrating a high level of enthusiasm.
- The cover letter and resume need to be impeccably formatted and exhibit a highly professional style. Cover letter formatting needs to match the resume.
- The cover letter and resume need to be flawless in terms of grammar and spelling and showcase exceptional writing skills.
- The resume needs to have well formulated bullet points per Competition standards (please refer to the **Job Search Guidelines** for more detail).

2. Skills for Success Presentation:

Competitors should submit their presentation by the project submission deadline. See SUBMISSION REQUIREMENTS above for details. A random draw for presentation times will take place during the orientation.

Competitors are required to create a presentation that shows their understanding of the concept “The Importance of Skills for Success in the Workplace”. More information about the Skills for Success framework can be find here: <https://www.canada.ca/en/services/jobs/training/initiatives/skills-success.html>

Competitors have the option of developing their presentations in PowerPoint, Google Slides or another multimedia tool of their choosing. It is the responsibility of the competitor to ensure that whichever format they use, it will be accessible by the judging panel. Quality and presentation of the entire submission will be reviewed and critiqued by official judges.

Presentation Requirements:

- Competitors are expected to deliver and narrate their slides live to a panel of judges on Day 1 of the competition. Competitors must demonstrate their understanding of the concept of skills for success; the narration is intended to be an expansion (explanation) of the content contained in the slides. Details on specific required content and expectations are outlined below.
- Competitors are responsible for researching how to develop an effective presentation to ensure the presentation they submit is representative of a professionally developed product



(style and size of font, consistency, set up of slides, visual appeal, imagery, use of space, management of text on slides etc).

- Competitors must appropriately reference any images and content taken from other sources; the minimum standard is a footer linked to text/ image “Date; Retrieved from url”.

Minimum Expectations for Content:

- Must include a clear introduction of concept and why Skills for Success matter.
- Must include a minimum of 6 slides to a maximum of 10 slides; competitors must deliver their presentation in a time of no less than 7 minutes and no more than 10 minutes.
- Must include a detailed overview of three Skills for Success based on ones that are most relevant to the position for which they have applied in the contest description. When identifying and describing these skills, competitors should include specific reference to personal experiences to show how they currently possess those skills and how they can continue to develop them (refer to the **Exemplar** for minimum content expectations).
- Must include reference to how these skills would be relevant to competitor’s personal career and education goals.
- Must contain specific examples from the job posting demonstrating relevance to the position and specific Skills for Success.

3. Job Interview:

A random draw for interview times will take place at the morning orientation. All competitors for that day must attend the orientation session at 8:00 am. Refer to the **Job Search Guidelines** for interview tips.

This will be a panel interview and will take approximately 15-30 minutes. Competitors should prepare for the interview by demonstrating the following abilities:

- Professional personal presentation and interview etiquette,
- Making positive first impressions,
- Effective listening and demonstrating sincere interest,
- Clear and understandable oral communication
- Know how to present their personal qualities and “sell themselves” to a prospective employer,
- Knowledge of the prospective employer (based on the provided job posting).

All competitors will be asked the same questions during the interview.

EQUIPMENT & MATERIALS

Any equipment that may be required will be provided by the committee. Students are not required to bring their own devices. Submitted projects will be preloaded onto the Skills Alberta computer and ready for competitors to present at their designated time.



Test Project change at the Competition

Where the Test Project has been circulated to Competitors in advance, PTC can change a maximum of 30% of the work content.

Clothing Requirement

Appropriate clothing for a professional interview must be worn to compete. All clothing must be neat and clean and free of rips and tears.

Accessibility

We are committed to fostering an inclusive environment where all participants can fully engage and compete on an equal footing. Ensuring accessibility and accommodating individual needs is a core part of our commitment to fairness, diversity, and inclusion. If you need accommodation during the competition, please advise the Competition Chair. Information relating to the need for accommodation and accommodation measures will be addressed confidentially.

Competitors are responsible for bringing any specialized tools or support they may require.

SAFETY

The health, safety and welfare of all individuals involved with Skills Canada Alberta are of vital importance. Safety is a condition of participation with Skills Canada Alberta and shall not be sacrificed for the sake of expediency. At the discretion of the judges and technical committees, any competitor can be denied the right to participate should they not have the required proper safety equipment and/or act in an unsafe manner that can cause harm to themselves or others.

A Competitor that demonstrates the highest level of safety-mindedness during the Competition (including highlighting their safety skills in their interview responses) will be nominated for the **Safety Award**, which will be presented at the Closing Ceremonies.

JUDGING CRITERIA

Competition Point Breakdown:

Item	Point Value
Cover Letter	15
Resume	20
Skills for Success Presentation	20
Job Interview Presentation	5
Job interview Responses	40

TOTAL *100*



TIE BREAKING PROCESS

In the event of a tie once scores are tabulated, judges will determine the winner by highest score in the Job Interview Responses portion as outlined in the competition rubric.

RELATED CAREER AND TECHNOLOGY STUDIES COURSES

Descriptions of all modules are located at the following website: <http://www.education.gov.ab.ca/cts>

CTR1010: Job Preparation

HSS3050: Becoming a Mentee

CTR2010: Job Maintenance

ADDITIONAL INFORMATION

Skills Canada Alberta Regional and Provincial Rules and Regulations

[Regional and Provincial Rules and Regulations](#)

Project Change at the Competition

Where a Test Project has been circulated to competitors in advance, the PTC can change the project up to a maximum of 30% of the work content for the competition.

Competitor Registration

Registration for Provincial Skills Canada Competition (PSCC) will open online on January 15, 2025 @ 8:30 AM. Please refer to this competitions event page for additional registration and competition information: <https://skillsalberta.com/competition/>

Competitor Orientation

Attendance at the orientation is mandatory for all competitors. Failure to attend could result in up to a **5-point deduction** from the total competition score. If unforeseen circumstances prevent attendance, competitors must notify the Committee Chair to discuss appropriate next steps.

Lunch

Lunch for accredited competitors will be provided by Skills Canada Alberta.



Parking & Venue Maps

Parking is FREE for all attendees.

Attendees **MUST** register for FREE parking by clicking the below link. Attendees can pre-register their vehicle at anytime prior to the PSCC, or register onsite at the PSCC.

<https://www.offstreet.io/location/81V8R1Z6>

<http://edmontonexpocentre.com/attend/parking/>

Opening Ceremonies / Competitor Registration

Opening Ceremonies for the PSCC will take place on Tuesday May 6, 2025, at 6:00 pm in Hall D of the Edmonton EXPO Centre. Admission is free, and everyone is welcome to attend. It is important to note that competitor registration will open immediately following the Opening Ceremonies.

Awards Ceremony

The Awards Ceremony will take place on Thursday May 8, 2025, at 6:30 pm in Hall D of the Edmonton EXPO Centre. Admission is free and everyone is welcome to attend. The Awards Ceremony will be shown live at <http://skillsalberta.com/>

Team Alberta Information

Team Alberta will be selected at the PSCC Awards Ceremony. Gold medalists will then be eligible to participate at the Skills Canada National Competition (SCNC) on May 28- May 31, 2025, in Regina, SK. It is recommended that competitors review the SCNC contest description to be familiar with the national contest description and project at

<https://www.skillscompetencescanada.com/en/calendars/category/skills-canada-national-competition/>

During the PSCC Awards Ceremony on Thursday May 8, 2025, gold medalists will be given their Team Alberta information package and will confirm their participation in the SCNC. Students must be present at the Awards Ceremony to claim their position on Team Alberta. If the Gold medalist is not able to attend SCNC, the next top ranking individual will be asked to participate. If a student is not able to attend the Awards Ceremony a letter confirming the student's interest in Team Alberta participation must be emailed to javierad@skillsalberta.com prior to the start of competition on May 7, 2025.

Please prepare your students in advance to accept a position on Team Alberta and review how your school will support their participation.

Please see this link for additional Team Alberta information: <https://skillsalberta.com/team-alberta/>



Questions?

Please contact Mike Sury MikeS@SkillsAlberta.com

COMMITTEE MEMBERS AND JUDGES

Chair: Ana Sabo, Career Advisor, University of Alberta

Co-Chair: Yvonne English, Career Advisor, SAIT

Taylor Bye, Human Resources Advisor, JLL

Jennifer Canu-Budd, Teacher, Calgary Board of Education

James Kuang, Career Advisor, University of Alberta

Sonja Henning, Career Coach, CareerMinds.

Emma Jardine, HR Professional



Employment Opportunity #1:

Junior Landscaper

Are you a high school student looking to gain hands-on experience in landscaping and outdoor work? Green Horizons Landscaping, a leading landscaping company in the area, is seeking motivated and hardworking students to join our team this summer. This role provides a fantastic opportunity to learn the fundamentals of landscaping while working in a dynamic, outdoor environment.

Responsibilities:

- Assist in lawn care services, including mowing, edging, and trimming.
- Help with planting flowers, shrubs, and trees, ensuring proper spacing and layout.
- Perform general maintenance tasks such as watering, weeding, and mulching.
- Operate and maintain landscaping tools and equipment under supervision.
- Assist with the set-up and installation of landscaping features like walkways and garden beds.
- Maintain cleanliness and organization of work sites, ensuring all safety protocols are followed.
- Work with the landscaping team to complete projects efficiently and on time.

Requirements:

- **Team Player:** You enjoy working alongside others and contributing to shared goals.
- **Hardworking:** You are willing to take on physical tasks and work in various weather conditions.
- **Self-Motivated:** You are proactive and can complete tasks with minimal supervision.
- **Safety Awareness:** You understand and follow safety guidelines to ensure a safe working environment for yourself and others.
- **Communication:** You can clearly communicate with team members and supervisors when needed.
- **Problem-Solving:** You think critically and offer solutions to challenges that arise on the job.
- Previous landscaping experience is helpful but not required – we provide on-the-job training!
- A current first aid certification is an asset but not required for this position.

Work Hours:

Available full-time or part-time, from late June to late August, with the potential for future employment based on performance.



Employment Opportunity #2:

Junior Barista

Brewed Bliss Café, known for its cozy atmosphere and delicious handcrafted beverages, is looking for enthusiastic students to join our team as Junior Baristas. This role provides a great opportunity to learn the art of coffee-making while developing valuable customer service and teamwork skills.

Responsibilities:

- Prepare and serve a variety of beverages, including espresso drinks, teas, and smoothies, with a focus on quality and presentation.
- Assist with food preparation, including pastries and light snacks.
- Greet customers with a friendly attitude and take orders accurately.
- Maintain a clean and organized workspace, including sanitizing equipment and countertops.
- Operate the cash register, process payments, and provide correct change.
- Restock supplies, including coffee beans, milk, and cups, as needed.
- Assist with opening and closing duties, including cleaning the café area and storing items.
- Provide excellent customer service, addressing any questions or concerns.

Requirements:

- **Customer Service:** You are friendly, approachable, and focused on creating a positive experience for customers.
- **Teamwork:** You enjoy working as part of a team and contribute to a supportive work environment.
- **Attention to Detail:** You follow recipes and instructions carefully to ensure consistency in every drink.
- **Time Management:** You can handle busy shifts and multitask efficiently in a fast-paced environment.
- **Communication:** You express yourself clearly when interacting with customers and coworkers.
- **Safety Awareness:** You prioritize safety, following proper procedures for handling equipment and maintaining a clean, hazard-free environment.
- Previous experience in a café or food service is helpful but not required – training will be provided!
- A current food handling certification is required (can be obtained upon hire).

Work Hours:

Part-time hours available, with shifts on weekends and during the summer. Additional hours may be offered during peak times.