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**1. General Contest Information**

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**1.1: Purpose of Contest**

To evaluate each competitor's ability to prepare a resume and cover letter pertaining to a specific job posting and effectively communicate their thoughts and display their critical thinking skills through a formal job interview.

**1.2: Objective/Description of event**

Students will prepare a cover letter and resume for a specific job. An interview relative to the position students applied for will be conducted on the day of competition

**The competition will take place at St. Lawrence College on Thursday, February 26<sup>th</sup>, 2026.**

**1.3: Technical Committee**

Chair(s): Katherine English

**Judge(s):**

Any questions regarding this scope must be sent at least two weeks prior to the contest date to be guaranteed a response.

**1.4: Contest Schedule**

**Date and Location: Thursday, February 26, 2026 – St. Lawrence College**

8:30-9:00am	Welcome, Competition Review, SDS assessment and safety review
9:00-9:30am	Contest – Interview
9:30 – 10:00am	Break
10:00 – 10:30am	Contest – Interview
10:30 – 11:00am	Break
11:00 – 11:30am	Contest – Interview
11:30 – 12:30pm	Lunch
12:30 – 1:00pm	Contest – Interview
1:00 – 1:30 pm	Break
1:30 – 2:00pm	Contest – Interview
4:00 – 5:00	Dinner (pizza provided)



5:00 – 6:30	Awards Ceremony (Gymnasium)
6:30 – 7:30	Open house and collection of projects/tools

\*Competitors must be on time for their interview or may be disqualified at the discretion of the Technical Committee.

**Closing ceremony: Thursday, February 26<sup>th</sup> hosted at St. Lawrence College at 5:30pm**

## **2. Skills and Knowledge to be Tested**

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### **2.1: Specific Requirements**

The Limestone Skills Job Interview Competition requires you to prepare and submit a resume and cover letter for one of the two positions posted within this scope. These submissions will be assessed by a panel of evaluators in advance of an interview. An interview relative to the position you applied for will be conducted on the day of the competition. Each participant is evaluated on the application and interview. The contest will have a rubric scoring system. The overall score will be the sum of the points awarded for each of the components. Points are awarded as the competitor(s)/project successfully meets/completes certain performance criteria.

Each competitor selects one of the two available positions listed below and will be judged on their interview and supporting application for this position. More detailed descriptions and requirements are provided for each position and are found within this document.

- Jr. Landscape Construction Labourer
- Marketing Assistant

Each competitor prepares an application for their selected position. The application must include a cover letter and résumé targeted to the competitor's selection.

Each competitor must e-mail a copy of their signed cover letter and résumé for their selected position to the Job Interview Competition Chairperson, Katherine English, at [englishke@limestone.on.ca](mailto:englishke@limestone.on.ca) attached in a single PDF format. **The e-mail must be received by the Chairperson no later than Monday, February 16<sup>th</sup>, 2026.**

The Competitions Department will email each competitor confirming receipt of the application and will include the interview time scheduled for February 26th, 2026. The competitor shall contact Katherine English if this confirmation is not received by Monday, February 16<sup>th</sup>, 2026. The competitor should bring the confirmation email to the competition site and present it at registration. If the competitor did not receive a confirmation e-mail and the judges have no cover letter or resume from the competitor, then an interview will not take place.

Interviews will be scheduled and held for all competitors on the competition day. The interview questions will be the same for all competitors. It is the competitor's responsibility to ensure that they arrive on time for the scheduled interview time on February 26th, 2026.



### 3. Judging Criteria

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#### 3.1: Rubric

Cover Letter	20
Résumé	20
Job Interview Preparation	10
Job Interview Responses	50
<b>Total</b>	<b>100</b>

#### 3.2: Tie Breakers

There can be no ties – if the score is even after the contest, the job interview responses will be used as the tiebreaker. Rule infractions will result in appropriate mark deductions at the discretion of the Technical Committee. Any disqualifications will be reviewed by the Director of Competitions.

### 4. Equipment and Materials

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#### 4.1: Supplied by Competitor

Each competitor must e-mail a copy of their signed cover letter and résumé for their selected position to the Job Interview Competition Chairperson, Katherine English, at [englishke@limestone.on.ca](mailto:englishke@limestone.on.ca) attached in a single PDF format. **The e-mail must be received by the Chairperson no later than Monday, February 16<sup>th</sup>, 2026.**

### 5. Safety

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Safety is a priority at the Skills Ontario Competition. At the discretion of the Technical Committee, any competitor can be removed from the competition site for not having the proper safety equipment and/or not acting in a safe manner.

#### Positions for Competitions Below

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##### **OPTION #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 leading to a potential career within the construction/landscaping trade. Our company provides competitive wages and benefits, and we are 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 needs of clients and co-workers & changing work/schedules.
- Communication: ability to receive, understand, consider, and share information and ideas clearly (both oral and written) through speaking, listening, and interacting with others.
- Problem Solving: you have the ability to identify, consider solutions and troubleshoot and/or make decisions.
- Reading/Writing/Digital: you are able to find, understand, read and respond to emails, reports, and instructions; and complete required forms, reports and weekly timesheets.
- Numeracy: you can perform basic calculations and measurements.

Other requirements:

- You have an upbeat attitude and contribute positively to a team atmosphere.
- You take initiative in addressing tasks and projects.
- You have some experience using hand tools and operating small machines is an asset.
- You have an ability to work calmly in a fast-paced environment and to organize your time effectively.
- You have an ability to work safely and adhere to all safety procedures and requirements.
- You can 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 resume and cover letter, in one PDF file, by 4:00 pm on Monday, February 16, 2026, to: Katherine English (englishke@limestone.on.ca).***

#### **OPTION #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 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.

We require the following:

- Communication Skills: you have strong speaking and listening skills.
- Problem Solving: you can identify issues and find solutions.
- Reading Skills: you can find, understand and use information from various sources.
- Writing Skills: you can write emails, reports and social media posts 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.

Other requirements:

- You have an upbeat attitude and contribute positively to a team atmosphere.
- You take initiative in addressing tasks and projects.
- You have proficiency in Microsoft Office or Google Workspace and are familiar with marketing tools like Canva.
- You can 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, by 4:00pm on Monday, February 16, 2026, to: Katherine English (englishke@limestone.on.ca).***