

HOW TO DECODE A JOB POSTING

Mechanical Engineering Co-op Student

Job Responsibilities

- Promote practices that protect worker **health and safety** and the environment
- Work with maintenance manager to **plan and implement reliability centred projects**
- Review critical plant systems through **failure mode and effects analysis**
- Develop SOPs and **preventative maintenance programs** to improve equipment reliability
- Implement changes to the Computerized Maintenance Management System to enhance asset life-cycle management
- **Collaborate** with plant management, staff and outside contractors/vendors
- Assist in other projects and tasks as required

Qualifications

- **Mechanical/Electrical** Engineering student - second or third year preferred
- Experience or knowledge with **CAD applications; VBA** knowledge is an asset
- Use of Microsoft software (**Word, Excel, PowerPoint, Project**, etc.)
- **Analytical** - ability to understand complex processes and systems
- **Time management** - complete projects in a timely manner
- **Multitasking** - ability to work on multiple projects at the same time
- **Teamwork** - work with others to complete projects
- **Organization** - collect and store data in an organized manner



Read through the job description and look for key words that match your experience. We've bolded some of the keywords to pay attention to in the sample job description above.



Create a T-Chart to match your skills and experiences to the job description.



Incorporate the keywords from the job description that pertain to you throughout your resume and cover letter.



Prioritize the skills you'll include in your cover letter and resume to reflect the priority given in the job description.
Example: If a job description is primarily technical in content, ensure this is reflected in your resume and vice versa.



If you only meet 50% of the requirements, apply! Don't count yourself out of the process before it starts.