## HOW TO DECODE A JOB POSTING

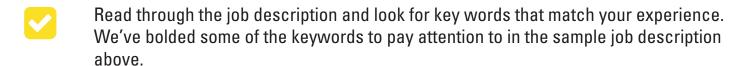
## Mechanical Engineering Co-op Student

## 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



- 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.



