

## **JOB SEARCH COMPLIANCE MATRIX**

Job seekers can use a compliance matrix to adjust their application packages to meet the needs of particular competitions. One version of this matrix contains three columns:

1. *Key skills and attributes required for the position* – most of these requirements will be stated directly in a position description, but others will be implied. Thus, the job applicant must “read between the lines.”
2. *Competence level* – the applicant should be honest about whether he/she has the required skills and personal attributes, and the applicant needs to identify the level of those skills.
3. *Evidence of competency* – the matrix will help the applicant decide which evidence needs to be provided to support the applicant’s claims of competence. Much of this evidence will appear in a résumé, but some of it might appear in a marks transcript, performance appraisal, or reference letter.

This file contains a matrix, prepared by an applicant named Art Rivaldi. He compiles his matrix in response to a position description of a student co-op position posted at Okanagan College.

This file contains the following components:

- ◆ Page 2 – co-op job description posted at a college
- ◆ Page 3 – Art’s compliance matrix
- ◆ Page 4 – Art’s application letter
- ◆ Pages 5 and 6 – Art’s résumé, which has been tailored for this particular position

## **CO-OP JOB POSITION**

**NUMBER OF JOBS:** 1

**WAGE:** \$2500-3500/month, depending on education and experience  
(room and board also provided)

**LOCATION:** Fort McMurray, AB

**TERM OF EMPLOYMENT:** May–August/2008

**JOB DESCRIPTION:** Carleton Oil and Gas is a leader in the oil sands industry, producing over 200 000 barrels of crude oil a day. This production represents about 12% of Canadian petroleum production. We are seeking students to join our operations in Fort McMurray, located in northern Alberta. Fort McMurray is a city of approximately 48 000 with a positive community attitude and numerous recreational opportunities. We provide transportation and company-paid housing, as well as very competitive salaries.

**Qualifications:** Completion of 1st year Mechanical/Material/Welding Technology Diploma

### **JOB RESPONSIBILITIES:**

- ◆ Maintain database of machinery; input new data.
- ◆ Maintain historic machinery vibration data in database files.
- ◆ Assist in gathering field data for vibration signatures, analysis, and troubleshooting.
- ◆ Assist in monthly reporting of key operational data and trends.
- ◆ Work with every aspect of machinery: troubleshooting, specifications, data sheets, performance, etc.
- ◆ Report results of machinery inspections, troubleshooting, and maintenance.
- ◆ Work with vibration analysis software B&K and Bentley-Nevada; integration of IBM-PC with HP software.

### **SKILLS/KNOWLEDGE REQUIRED:**

- ◆ Exposure to commercial software such as database, Lotus, and WordPerfect
- ◆ Some programming knowledge in DOS, BASIC, and FORTRAN
- ◆ Report writing skills
- ◆ Materials testing (lab) skills
- ◆ Able to work effectively with other members of a team

PLEASE NOTE JOB NUMBER 255-DL IN YOUR COVERING LETTER.

**CONTACT:** Mr. Abel Sumandor  
Engineering Co-op Program Coordinator  
Okanagan College  
1000 K.L.O. Road  
Kelowna BC V1Y 4X8

**APPLICATION DEADLINE:** Tuesday, January 26/08

## Compliance Matrix for Carleton Oil and Gas Co-op Position

Key Skills/Attributes Required	Competence Level	Evidence
Maintain computer databases; input data into databases	Solid knowledge and skills	Developed in MEC252 – Metrology Prof. Freda Wagner will confirm in her reference letter that we managed databases
Gather field data; test machinery in the field	Strong knowledge, limited practical experience	Covered thoroughly in MEC232 – Dynamics of Machinery (include course outline with résumé)
Inspect and maintain machinery, and troubleshoot machinery breakdowns	Well-developed skills	P. 2 of résumé – “at the sawmill, learned how to maintain and repair motors, pumps, belts, saws, and trucks”
Materials testing skills	<b>not really</b>	<b>yes</b> – “strong in materials testing”
Computer literacy: <ul style="list-style-type: none"> <li>◆ some programming knowledge</li> <li>◆ database</li> <li>◆ Lotus</li> <li>◆ WordPerfect</li> <li>◆ vibration analysis software</li> </ul>	Adequate	Haven’t used Lotus, but proficient with the full MS Office Pro suite, and proficient with WordPerfect Note: have purchased a copy of Lotus, and intend to learn it by May – so, mention this in the résumé and the app. letter Introduced to vibration analysis software in MEC 221 but didn’t get much experience. Have access to B&K and Bentley-Nevada software
Report writing skills	Average; I am working to improve my skills	P. 2 of résumé – “developing practical written reporting skills” in Comm 122 and in a project for MEC232 Dynamics of Machinery. Prof Bains will confirm that I’m spending extra time on the MEC232 report
Good listener/able to take and understand directions	Good attitude and listening skills	Arvid Svenson will confirm
Interpersonal skills and effective team member	Good, but I’ll need confirmation	Paavo Kuovomani will comment – mention this in the app. letter
Analytical skills – i.e., the employee has to analyze the gathered data in order to properly report it	Good	Important in classes such as MEC221 Engineering Materials and in MEC231 Stress Analysis – include course outlines in application package
Must be meticulous – the data must be carefully recorded	Yes – that’s my nature	I’m sure that all my references will confirm that I do careful, meticulous work – it’s important to mention this trait in the app. letter

456 North Bay  
Kelowna BC V1Y 3R5  
(250)764-6548  
January 21, 2008

Mr. Abel Sumandor  
Engineering Co-op Program Coordinator  
Okanagan College  
1000 K.L.O. Road  
Kelowna BC V1Y 4X8

Dear Mr. Sumandor:

**Subject: Co-op Job 255-DL**

Please accept this application for Carleton Oil and Gas's Mechanical Engineering Co-op position advertised at Okanagan College. The combination of my studies and industrial experience will allow me to quickly learn the job and contribute to Carleton's operations.

The position appeals to me because it requires machinery maintenance and troubleshooting, database management, gathering vibration field data, and reporting results. The work, then, is diverse but interrelated, and it would allow me to use my strengths in analysis and materials testing. Also, I'm excited about the possibility of troubleshooting and maintaining machinery. One of the references on the enclosed résumé, Arvid Svenson, will answer questions about my mechanical aptitudes. Another reference, Dr. Johnston Highway, will vouch for my testing and report writing abilities.

As for the required software skills, we spend a lot of time on spreadsheets at OC. I enjoy working with Excel and I'm learning Lotus from a friend who uses it in his municipal planning position. Another friend, a computers student, has agreed to introduce me to BASIC and FORTRAN. Also, Professor Highway has the B&K and Bentley-Nevada software, which he is loaning to me so that I can become familiar with it.

Working in a sawmill and in construction will help me adjust to your industrial environment. And tending to detail is important—I've shown this trait in my studies and in my work experience. My third reference, Paavo Kuovomani, will comment on my meticulous habits and on my team work skills.

My inquiries about Fort McMurray indicate that it's a good community for a young, active, ambitious person, so I hope you consider me for the position. I'm ready to be interviewed by phone or in person—you can most easily contact me at my email address listed on my résumé, or by phoning Dr. Highway at local 4585.

Yours truly

*Art Rivaldi*

Art Rivaldi

# Arturo Rivaldi

456 North Bay  
Kelowna, British Columbia  
V1Y 3R5  
(250) 764-6548

## EDUCATION

### **Mechanical Engineering Technology**

*Okanagan College*, Kelowna, 2007–present

Completing the second of four semesters of theoretical and practical instruction in drafting, materials, computers, mathematics, written communications, fabrication, welding, dynamics and fluid mechanics, machine design, hydraulics, quality control, electrical engineering, thermodynamics, and technology management. Course will also feature 12 months of work term experience.

### **Fine Arts**

*Capilano College*, North Vancouver, 2003–04

Classes in English, history, music, painting, art appreciation, photography, and film study.

## WORK EXPERIENCE

**General sawmill labourer**, July 2004–August 2007

*Arvid Svenson and Sons*, Sparwood, British Columbia

Duties included a wide variety of jobs: loading trucks, working in the planing mill, maintaining machinery, sorting and grading lumber.

**Construction labourer**, Summers, 2001, 2002, 2003

*Trudeau Homes*, Nelson, British Columbia

Helped renovate buildings (residential and commercial) and construct new homes. Worked in all aspects of house construction. Learned a full range of house design and carpentry skills from master carpenter Brian Trudeau and lead hand Paavo Kuovomani.

## RELEVANT SKILLS

### **Academic-based**

Adept with a variety of software packages: AutoCAD, MathCAD, Excel, MS Word, WordPerfect. Proficient in DOS and Windows environments.

Strong in drafting, CAD, and materials testing.

Have worked hard to develop strong oral skills. Currently developing practical written reporting skills.

## Relevant Skills (continued)

### Experience-based

Can use equipment for testing the properties of various metals.

Can use a wide variety of hand tools and power tools, partly as a result of the work experience at Arvid Svenson's sawmill, and partly because of three summers working in house construction with my uncle Brian Trudeau in Nelson, B.C.

At the sawmill, learned how to maintain and repair motors, pumps, belts, saws, and trucks.

## PERSONAL INFORMATION

### Interests and Activities

Enjoy music, films, and reading.

Active in Telemark and cross-country skiing, mountain biking, and baseball.

## REFERENCES

### Johnston Highway

Department Chair, Mechanical Engineering Technology

Okanagan College.

1000 K.L.O. Road, Kelowna, B.C., V1Y 4X8

(250)762-5445, ext. 4484 highway@okanagan.bc.ca

### Arvid Svenson

Sawmill owner

Box 7915, Sparwood, B.C.

V2R 6T7

(250) 994-5674

### Paavo Kuovomani

Carpenter, Trudeau Construction

Box 1723

Nelson, B.C.

V1J 9Y9

(250) 593-4563 (Home)

(250) 593-2490 (Trudeau Construction Cell Phone)