

## **About Youth Conservation Corps (YCC) & Application Tips**

### **What is Youth Conservation Corps (YCC)?**

The New Mexico Youth Conservation Corps was established in 1992 by the YCC Act. The purpose of the YCC is to provide a process for New Mexico youth, ages 14-25, to be employed in public projects that conserve natural resources and provide community benefits of lasting value. Projects must also provide training and career development for youth.

### **YCC at The Commons**

*\*\*Please note that you cannot be enrolled in more than one YCC Program at once. If you have a job outside of YCC, it cannot interfere with your schedule at The Commons\*\**

**Open to anyone in Grant County ages 14-25**

**Anticipated Dates of Program:** June 9, 2025 to August 21, 2025

**Duration of Program:** 12 weeks

- You must be available to work the majority of the program, with the exception of two absences maximum.

### **Example of On-the-Job Training Skills:**

- Human Resources & Professionalism in the Workplace
- Financial Literacy
- Tool & Job Site Safety
- Gardening Basics
- Materials Handling & Warehouse Safety
- Public spaces: Planning and Beautification
- CPR & First Aid
- Survey Design & Data Collection
- Field Survey Practice in Community

### **How to Apply**

*Unless otherwise notified of changes, **applications are due by May 19, 2025 by 4:00 P.M.** dropped in person at our office or via email to [info@thecommonsgc.org](mailto:info@thecommonsgc.org). Interviews will be held May 21st-29th. Anticipated Starting date is June 9, 2025 and goes through August 21, 2025. Please print legibly!*

**Applications are open to youth ages 14-25**

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- If you are **under the age of 18**, you must have permission from a parent/guardian to apply and work
- If you are **under the age of 16**, you must include a Workforce Solutions Permit to work.

**Please include all the following required documents when submitting your application:**

- Complete Application
- Letter of Interest or Cover Letter
- Workforce Solutions Permit (if 16 or under)- **This is required by law and must be provided to the employer prior to working, but not a guarantee that you will get the position.**

## **Letter of Interest**

- **Top Tips for a First Cover Letter/Letter of Interest**

1. Keep It Short- Aim for 3–4 short paragraphs—less than one page.
2. Say Why You're Interested- Mention the job and why you want to work there.
3. Show What You Bring- Even without job experience, talk about being reliable, willing to learn, or good at working with others.
4. Share a Real Example- Use something from school, volunteering, or life that shows responsibility or teamwork.
5. Be Professional, But Yourself- Stay polite and clear, but let your personality show a bit.
6. End with a Thank You-Thank them for their time and say you're excited for the opportunity.

Bonus Tip:

Always proofread before sending—check for spelling, grammar, and the right company name!

## **Tips & Tricks for a Successful Application**

- **Top 10 Interview Tips for First-Time Job Seekers**

Before the Interview:

1. Learn About the Company- Know what they do and what the job involves.

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2. Practice Common Questions-Prepare for “Tell me about yourself,” “Why do you want to work here?” etc.
3. Use Life Experience- School, sports, or helping at home all show responsibility.
4. Dress Neatly- Clean, simple clothes show you care—even for casual jobs.

During the Interview:

5. Arrive Early-Be there 5–10 minutes ahead of time; check in at the front-desk.
6. Smile & Make Eye Contact-It shows confidence and friendliness.
7. Listen & Speak Clearly- Think before you answer and stay on topic.
8. Show Interest- Even without experience, enthusiasm goes a long way.

After the Interview:

9. Ask One Good Question- Try: “What makes someone successful here?”
10. Say Thank You- Send a quick thank-you note or email.

### ● **Top 10 Tips for Filling Out Job Applications**

1. Follow All Instructions- Read carefully and do exactly what it asks—don’t skip anything.
2. Use a Professional Email- Something like [firstname.lastname@gmail.com](mailto:firstname.lastname@gmail.com)—avoid nicknames or joke addresses.
3. Be Honest- Don’t lie about experience. It’s okay to have little or none—employers expect that for first jobs.
4. Highlight Any Experience- Include school projects, volunteering, babysitting, sports, or clubs—anything that shows responsibility or skills.
5. List Reliable References- Teachers, coaches, or volunteer leaders—not friends or family.
6. Use Neat, Clear Writing (if handwritten)- Print in blue or black ink. If online, check for typos before submitting.
7. Tailor Your Answers- Show how your interests or attitude match the job—even if your experience is limited.

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8. Explain Gaps or Conflicts Briefly- If you can't work certain hours or have a short-term schedule, say so clearly but politely.
9. Double-Check Everything- Look for spelling errors, missing info, or blank fields before turning it in.
10. Follow Up-After submitting, check in after a week to show interest (unless the job posting says not to).