

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. 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—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).