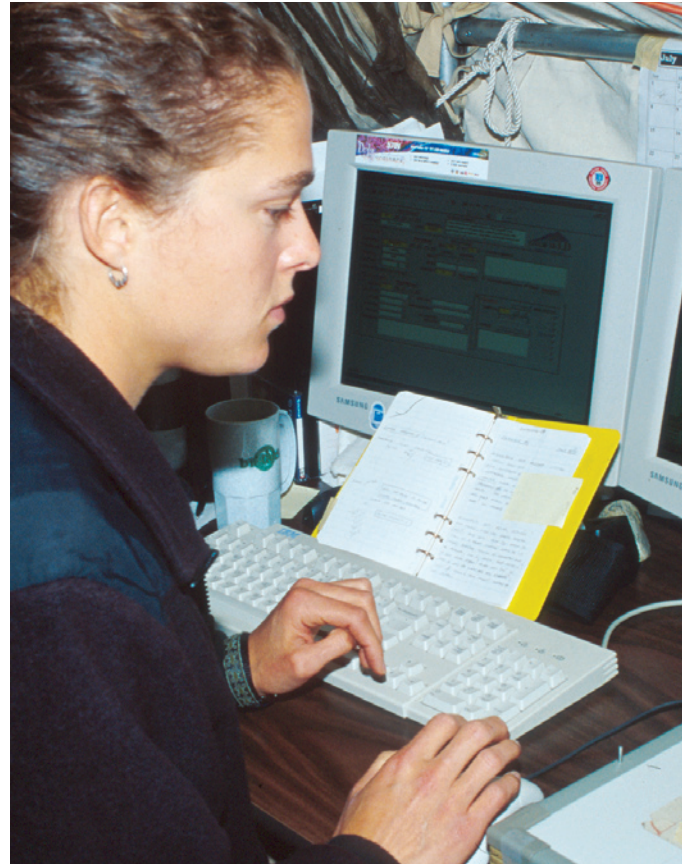


# Applying for a Job with YG Checklist

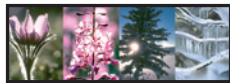
## Be sure that your resume and cover letter is...

- easy to read (12 or 14 point font)
- consistent format and layout
- thoroughly proof-read, and grammatically correct with proper punctuation and spelling
- comprehensive — list all info about your skills, experiences, education, abilities, etc. you possess that are relevant to the job
- a record of non-work experiences as well (e.g. organizing a fundraiser, coaching a sports team, presiding over a cultural organization, etc.) if related to the position
- concise — be thorough, but avoid repetition
- honest — do not exaggerate or misrepresent your qualifications
- complete in describing your work and volunteer experience — Stating WHERE and WHEN your experiences occurred, and WHAT you did during that period (duties, responsibilities, etc.)
- complete in providing details about your affiliation with a target group (i.e. first nations, persons with a disability, etc.) if you are applying on a preferenced or restricted competition.



## Be sure that your resume DOES NOT contain...

- your vital statistics (height, weight, age, marital status, etc.)
- your social insurance number
- irrelevant information (e.g. hobbies, non-related work experience, etc.)
- unnecessary or controversial information (e.g. religious or political affiliation, salary information, reasons for leaving previous employment, etc.)



**Yukon**  
Public Service Commission