



# How to Write a Resume

## What to Include?

Tell us about why you would be a great fit for the opportunity. Use your resume to show how your past experiences and achievements will make you the best candidate for the position.

## Contact

- Your Full Name
- Current Phone Number and Email Address
- Home Address

## Experience

- Skills and qualifications
  - Tell us about your skills and qualifications and what would make you a great fit for Canfor

## Education & Certifications

- List any academic achievements or any institutions that you are currently attending
  - These will include Universities, Colleges, Trade Schools, High School or Equivalents
  - Be sure to include any designations or certifications that may be relevant to the opportunity

## Awards & Volunteer Experience

- Highlight any personal and professional achievements from anything else you may be involved in

## What to Remember?

- Be organized - Include all dates related to employment history in reverse chronological order
- Be detailed – How do your past experiences and responsibilities relate to the position you are applying to
- Be thorough – Ensure the information is accurate and formatted consistently

Visit [canfor.com/careers](https://canfor.com/careers) to apply now!