



HOW TO WRITE A RESUME

What to Include

Your resume tells us why you would be a great fit for the job and showcases how your past experiences and achievements make you the best candidate.

Contact Information

- Your full name
- Current phone number and email address
- Your home or mailing address

Experience

- Tell us about your work experience, skills and qualifications and how this makes you a great fit for Canfor and the job.

Education & Certifications

- List any academic achievements or institutions that you are currently attending including:
 - Universities, colleges, trade schools, high school or equivalents
 - Any designations or certifications that may be relevant to the position

Awards & Volunteer Experience

- Highlight any personal and professional achievements from other activities you may be involved in.

What to Remember

- Be organized - Include all dates related to employment history, starting with the most recent at the top.
- Be clear – How do your past experiences and responsibilities relate to the position you are applying to?
- Be detailed – Take time to review and make sure there are no spelling mistakes, information is accurate and formatting is consistent.

Visit canfor.com/careers to apply now!

