

# CAPITAL

## **What is the best way for me to apply for a job at Capital?**

Capital generally only accepts online applications via email as they allow us to be more productive and spend more time talking to candidates. We can easily access our online applicants, so your information will be far more accessible to us than paper versions. Please email your resume and cover letter to [careers@capital-lumber.com](mailto:careers@capital-lumber.com). You can attach your resume in either MS Word or PDF file format. If you can not apply online, you can forward a resume by US mail to our Corporate address at 2111 East Highland Avenue, Ste. 255, Phoenix, AZ 85016-4797.

## **How do I know that Capital received my resume?**

When you send your emailed resume, you will receive an email response letting you know that your resume has been received. If you mail/fax a resume, you may not receive a response.

## **After I receive the note stating that Capital received my resume, how long before I get invited in for an interview?**

Capital is in the fortunate position of having many applicants for our positions. Unfortunately, there is no way we can interview every candidate. While we don't contact every applicant, we do review every resume and will be sure to contact you if we feel there is a possible fit.

## **Should I follow up after I send my resume?**

Due to our applicant volume, we cannot respond to follow-up phone calls. We will contact you if and when appropriate.

## **How long will you keep my resume on file?**

We typically keep resumes active for 60 days after receiving them.

## **Do I have to reapply for each new job opening?**

If you are interested in a new posting, please apply with a resume and cover letter to the [careers@capital-lumber.com](mailto:careers@capital-lumber.com) email address and indicate the new opportunity you are interested in. If you wish to update your contact information or resume, please do the same to update your information.

## **What if there are no current jobs available that match my skills?**

You may submit a general online application by sending your resume and cover letter to the [careers@capital-lumber.com](mailto:careers@capital-lumber.com) email address. We'll be happy to consider you for any appropriate future positions for a period of 60 days from the date you send it.

## **Are all of your open jobs listed on the website? How do I know if something is still an active opening?**

We list all of our open opportunities on our website and they are only removed when a position has been filled. If a position is listed, it is active. This does not indicate how far we may be in the search process but it means that we have not yet filled the opening.

## **Is it acceptable to apply for jobs that are a stretch or that I don't qualify for? Is it appropriate to apply to multiple openings at once?**

It is not to your advantage to apply for jobs that are outside of your qualifications. The ability to properly screen yourself for your skills, knowledge and abilities as presented in the requirements speaks to your own self-awareness and judgment, and that is very important to

the success of our teams. If an applicant is qualified for more than one position, he or she may apply for those jobs when appropriate. It is in your best interest to apply only for specific positions listed on our site that are a good fit for your background and skills, rather than every position that seems interesting to you, or sending resumes in “for any open job.”

**Does an applicant need to meet all, or almost all, of your requirements to be considered for an opening?**

Our postings reflect what we are looking for in our ideal candidate. It would be great if we were to find someone with 100% of what we are ideally seeking, but that is not always possible. However, we want to get as close to that as we can. As a practical example, if you see a listing of 10 requirements and you only meet 2, it would be to your advantage to apply for those jobs that are more in line with your skills.

**How important is it for a candidate applying to a job to provide work samples with application, or an easy way for you to view samples (i.e. - link to a website)?**

When someone is applying for a marketing job it is important that they send in work samples with their resume. Web based portfolio links are ideal but we also accept attachments as well. We would be happy to see more detailed portfolios upon request or if someone was to come in and interview with us.

**Are there any part-time or seasonal positions available at Capital?**

We do offer seasonal opportunities here at Capital. They are typically in the customer service or division yard areas and usually run from early spring (depending on department) until fall. It is very rare that we offer part-time work but it does occasionally happen. Any part-time opportunities will have a part-time notation in the job posting.

**Do you offer Internships or Co-Op opportunities?**

We offer internships in many of our business areas in our Corporate and Division offices. Our Internships are geared towards both undergraduate and graduate college students and are typically offered on a paid basis. Internships can be used to receive academic credit, based on the policy of your educational institution. To apply for an internship, send a resume and cover letter to [careers@capital-lumber.com](mailto:careers@capital-lumber.com).

**Do you have to know building materials or the distribution industry to get a job at Capital?**

While we do have many positions in the company (most notably customer service, sales, product development and marketing) where experience and a passion for our products and industry may be essential, not all positions in the company have that requirement. We do our best to make a great career accessible to every employee in the company because we firmly believe that having passionate employees on our team is essential to our strength and ability as a company.

**If I am invited in for an interview, what should I wear?**

Any place that has forklifts driving around is bound to have a relaxed dress code. We are a very casual company and golf-shirts, khaki trousers, and even jeans and sneakers are the norm rather than the exception around the division offices and yards. If you are applying for a position in Sales or our Corporate offices, a more business casual attire may be appropriate. Please dress for your comfort yourself and spend your time thinking up great questions – and we won't make fun of you for wearing a suit to the interview (or even to the office) if you feel like it.

**How do I find out more about becoming an Account Manager?**

Our external sales reps are hired by teams of division and HR people. You can send your resume in to the [careers@capital-lumber.com](mailto:careers@capital-lumber.com) email just like you would for any other position.