



## Writing a CV for the Construction Market

### Personal Details

State your full name, home address, any phone numbers, email address and LinkedIn Account details.

### Profile

This is the summary of your CV. It should be no longer than 2 paragraphs, with a brief overview of work history and skills. Ensure it is positive, memorable and clearly outlines what you want to achieve, what you have to offer and the kind of role you would like to fill.

### Key Skills & Areas of Expertise

- Ensure the skills you are adding are relevant to the position you are applying for.
- These can be in bullet points
- Be concise and informative

### Employment History:

This is the most important part of your CV as it provides evidence of your working career.

Always list your most recent work experience first.

In order to condense your CV, only go back in detail for 10 years. If you have experiences beyond that, add them in, but keep it brief and relevant.

Ensure that you include accurate dates for each employer.

Clearly state, Job titles whilst employed and any career progression with that employer.

State Company Name and it's beneficial to write a short informative sentence about your employer

Projects: This information is important to prospective employers; include Project Title and Value, The Client and brief Project Description.

Responsibilities

- Make sure that you are providing good and relevant information about your role with the company
- Describe your responsibilities in short sentences or bullet points highlighting your achievements, general responsibilities and skills required for the role





For Example

**Feb 12 to Present**      **Simon Nicholas Construction (Midlands)**  
**Position held:**      **Senior Site Manager Progressed from Site Manager in December 2014**

Simon Nicholas Construction is a privately owned UK's leading contractor, specialising in retail fit out and new builds.

Projects:                      Various projects for UK leading food retailers; Store Refurbishment and Fit Out, valued between £3million and £20million

Responsibilities

- Delivering new technologies to an existing "live store environment"
- Managed Subcontractors and direct workforces.
- Prepared progress reports
- Tool Box Talk, Site Induction, HS Risk assessment reports.

**Professional Certifications:**

List details of any certifications gained or courses that you have attended which would be relevant to the role that you are applying for.

**Education & Qualifications**

Write your highest qualifications first, include the dates attained and where you attained them.

**Additional Information:**

Include a very brief overview of your interests and hobbies outside of work.

Driving licence: Do you have a full clean licence?

Travel:                      State if you are willing to travel or relocate for work

**References**

Always check with references that they are happy to be a referee prior to putting them on your CV

