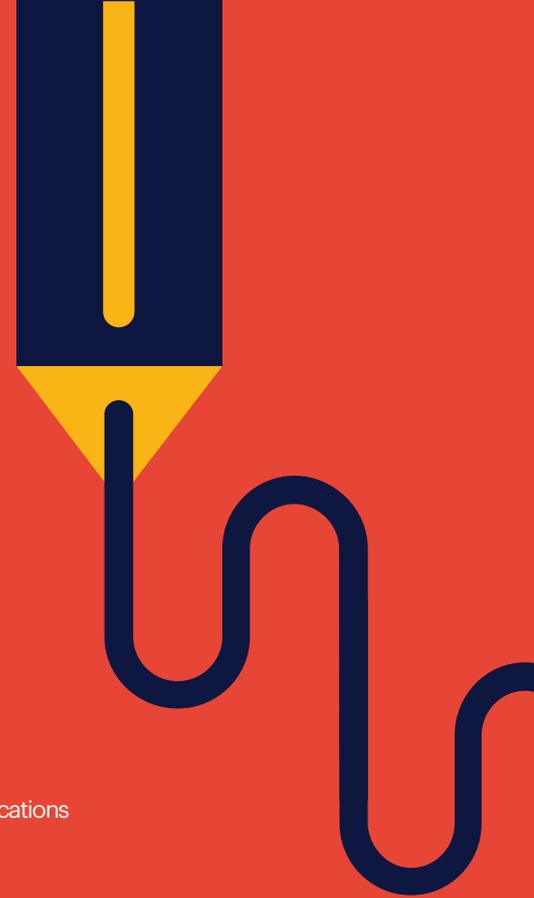


# construction

## cv notes.



### cscs card no.

CSCS cards provide proof that individuals working on construction sites have the required training and qualifications to carry out their work.

### personal statement

This section should be specifically tailored to the job that you are applying for and state very clearly why you are applying for the post. Above provides an example of some achievements that you may want to mention, but it will depend on what sort of construction role you are applying for: consultancy, freelance, contractual, or management. Concrete examples regarding your achievements so far are much more impressive than vague statements.

### employment history

This is your opportunity to really highlight your tasks, achievements and responsibilities at a company, an employer wants to not only know what your role involved but also how you were able to add value.

When mentioning previous projects that you have worked on be sure to include all important details such as the value of the project and the section you completed, if any section of the project was delivered under budget or ahead of time, the form of contract, anything new or innovative about the technology used and the project client – this will be particularly attractive to an employer if you've worked on any landmark buildings.

Key points to mention:

Project Outline: 2-3 lines explaining what the project involved i.e. the type of build: steel frame, timber frame, RC, type of roof

One or two of your personal achievements on the project

FOC: What form of contract was it? I.e. JCT, NEC

Client: Who is the client? Perhaps included some information here too, if they are not well-known

Management Structure: What level were you on the project? Who did you report to? Did anyone report to you? This helps recruiters know what level you are at on varying size projects

Your work history should be ordered in reverse chronological order with your most recent position first and then working backwards. Mention any managerial or supervisory responsibilities that you may have had, as this will help you to stand out from the crowd. Feel free to include positive quotes from previous clients and mention if you were able to improve efficiency on a project or come in under budget.

## education

This is a way to demonstrate any additional training, courses or study that you have undertaken which is relevant to the position that you're applying for. A construction-related degree is obviously beneficial, but do not forget to include any other professional qualification you may have gained. Useful courses include SMSTS or CSCS accreditation, First Aid training, as well as any qualifications relating to relevant soft skills such as people management.

## references

Regarding your references, you don't have to include these on your CV, if you'd like to add a section at the bottom of your CV that says, 'references available upon request'. It's a good idea however to make sure your CV is no longer than two A4 sides.

## contact details

Email Address:

Keep your email address simple and professional, preferably just your first and last name. Avoid nicknames or random words and numbers as it looks unprofessional.

Telephone Number:

Make sure this is an update-to-date number, preferably your mobile number rather than your house number.

Full Address and Post Code