

John Doe

Bolton, Greater Manchester

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Personal details should be at the top including Full Name, Current Town/City Location, email address and contact number only. For personal security, remove full address unless requested by the hiring manager or recruiter. If you have a LinkedIn account, include a link here too.

Personal Statement

Start the CV with a short summary achievement of the CV and personal attributes. Eg:

Facilities Supervisor with 10 years of hands-on experience in keeping commercial and residential properties running smoothly. Great at solving problems, managing resources, and enhancing client experience Passionate about high-quality service and sustainability and using CAFM Systems for effective management. Ready to bring my skills to a dynamic team.

Key Experience

List 8-10 key skills at the top of the CV to highlight job specific training, attributes and skills Eg:

- Time Management
- Health & Safety Compliance + IOSH Managing Safely
- Problem Solving
- PPM Management
- Project Management
- Plumbing & Electrical Maintenance
- Team Management
- CAFM Systems
- Contract Management

Work Experience

List all work experience up to 10-15 years, including all short-term roles. Ensure to include, start and finish dates of all roles including Month and Year, job titles, and name of workplace. Key points to include are a brief summary of the role undertaken and any achievements. Using a clear format, titles in bold and bullet points to list helps the hiring manager to quickly read the CV Eg:

May 2019 – Present
Facilities Supervisor

Prestige Apartments Ltd

Supported the Facilities Management with the daily operations for a luxury residential building.

- Managed daily operations for a luxury residential building with 50 units.
- Supervised a team of 4 maintenance staff including cleaners, security and maintenance operative
- Ensured compliance with health and safety regulations
- Addressing and resolving resident concerns promptly.
- Conducting regular inspections and client meetings
- Implemented a preventive maintenance schedule, decreasing emergency repairs by 20%.
- Carrying out minor repairs including like for like electrics, basic plumbing, fixing doors and painting.
- Weekly and daily building checks including fire alarms, emergency testing and CCTV.

Jan 2019 – May 2019

Catch 22 Recruitment

Facilities Assistant (Temporary Agency contract)

5 month temporary contract working in a University as Facilities Assistant.

- Carried out minor repairs including basic plumbing, AHU's, fixing doors and painting
- Inspection of furniture, fixtures and fittings
- Moving furniture between buildings whilst minimising client impact
- Ensuring the site is safe and secure using CCTV
- Undertake all cleaning duties of communal areas, external grounds, reception areas & offices on daily

July 2014 – Jan 2020

St John's Primary School

Caretaker

Maintaining and up keeping of a Primary school.

- Cleaning of estate blocks and surrounding grounds
- Litter picking.
- Sweeping internal residential communal areas.
- Moping internal residential communal areas.
- Reporting damaged door entrances, lights, lift malfunctions and graffiti.
- Liaising with managerial staff for repairs to be undertaken.
- Working as a team member when required to do so.

Qualifications and Training

Here you can include any qualifications or internal training, especially if they are industry relevant. Some qualifications have expiration dates so do include the dates these so that hiring managers can see whether they may need to account for renewals. Also include the governing body, level of qualification and any relevant codes.

- SIA License (Expires 2025)
- NVQ Level 2 Plumbing
- City & Guilds Level 2 PAT Testing 2377
- 8 GCSE's including Maths, English and Science
- IOSH Managing Safely
- COSHH
- First Aid in the Workplace (Expires 2025)

Hobbies and Interests

This section is optional but a good place to highlight any interesting talking points, extra curriculum activities, volunteering.

I work as an emergency response volunteer for the St John's Ambulance and find this very rewarding. I also enjoy learning new languages and I can speak beginners Spanish and Italian. I also enjoy walking my dog and spending time with my family.

References

This section is optional and details should only be included if you have permission of the person providing the reference.