



## COMPILING YOUR CV



The BIFM membership team have compiled the following CV guidance for your use when making an application for upgrade. Please note that not all sections are required to be completed for your BIFM application, but can be used in full for job applications/recruitment purposes.

### Personal Details:

**(BIFM/Job Application)** Include full name, address, email and contact numbers .

**(Job Application)** It's not necessary to include age or gender, and include nationality only if it is useful for a prospective employer to know eg. your eligibility to work.

### Career Profile:

**(BIFM/Job Application)** Only include a short profile if you can say something specific about yourself and your experience - avoid generalisations. Career profile should only be about 4 sentences long.

### Work History:

**(BIFM/Job Application)** Complete in reverse order with most recent first, or group specific job roles together. Ensure you include the dates you held each position. Include any work experience you have had, particularly if you have general qualities which are useful to note, such as the ability to lead a team, be in charge of a project, meet deadlines and take responsibility. Consider mentioning exactly what it was about the jobs you did which developed skills such as these, for example:  
*'Used influencing and negotiating skills to set up new service agreements for all M & E equipment and systems to reduce budget costs.'*

**(BIFM)** Ensure you demonstrate your knowledge and experience against the competences on the declaration form for the relevant membership grade.

### Education:

**(BIFM/Job Application)** List education starting with the highest level and working backwards – include specific detail, only if the specific subject covered links with the job you are applying for. It's acceptable to write the total number of GCSEs gained – only detail subjects if this relates specifically to the job application. You could concentrate on the general skills you have acquired such as computing skills, working on a team project, coping with a high workload, having to negotiate new contracts and so on.

**(Job Application)** If the work you are applying for will make direct use of your subject, give full details about your degree. You can include an overview of the degree as a whole; a list of relevant courses you took; a description of a final year project, dissertation or other important feature. If you are applying for work where your subject is not relevant, you do not need to go into so much detail.

**Additional Skills:**



**(Job Application)** This could include specific skills such as FM related short courses, (BIFM) foreign languages or computer packages. Try to give specific details, for example about your level of proficiency in foreign languages, degree of familiarity with computer packages and so on.

**Interests/Activities:**



**(Job Application only)**

You could include:

- > leisure activities and interests such as sports, and music
- > cultural activities
- > membership of clubs and societies
- > positions of responsibility
- > travel

Do not just list your interests; show how they developed qualities the employer will value.

Leisure activities, particularly organised ones where you took a major part, can develop the same general qualities as work experience. Employers often look at extracurricular activities in order to find evidence of the personal qualities they seek, particularly when they are assessing new graduates who have not usually had the opportunity to develop these qualities in a work environment. Mention the level of achievement you have reached and specific things you have done in order to indicate your commitment.

**Referees:**



**(BIFM only)** Name and contact details for 1 sponsor (could be Line Manager, HR Manager or client).

**(Job Application)** CVs are usually two pages long which should give you space to include full references if you want to or are asked to. If you run out of space it is perfectly acceptable to write 'References available on request'.

Generally speaking, two referees are enough. Choose people who can comment on different aspects of you. Only give three if there is another person whose opinion you feel the employer really needs to hear. If studying, one referee should be your tutor who knows your work. The second would ideally be from an employer; otherwise it could be a professional person who knows you well in a personal capacity. **Seek your referees' permission first.** Give them a copy of your CV and covering letter and an indication of the sort of work you are applying for. This will help your referee to judge the sort of comments which will interest an employer and hopefully portray you in the best light.

For additional careers advice visit: <http://www.bifm.org.uk/bifm/careerdevelopment/careersdevelopmentguidance>