

Example Targeted CV

Adam Bowers

109a Any Road, Rotherham, South Yorkshire, S63 3AB

adam-bowers@ep...

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This format of CV allows you to choose which abilities and achievements will be appropriate for the job you are applying for. This is different from a format like Performance where you would list all your responsibilities.

Profile

With 20 years experience in the construction industry as a labourer, bricklayer, plant operator, combined with practical, hands-on experience in carpentry, electricians. Physically fit with a good head for heights. Precise, accurate and a hard worker. Currently seeking construction work in the UK or overseas.

Abilities

- Assisting various tradespersons such as carpenters, plasterers, electricians and plumbers with site duties
- Concreting – layering and smoothing concrete for foundations, floors and beams
- Roadworking – concreting, laying kerbs, paving and re-surfacing
- Groundworking – marking out and digging shallow trenches for foundations and drains
- Dry lining – fixing internal plasterboard or wallboard partitions ready for decorating
- Awareness of on-site health and safety, especially when working at heights and carrying loads
- Knowledge of small build to large scale construction projects
- Confident in driving earth moving bulldozers, dumper trucks and compactors.

Achievements and responsibilities are different. Responsibilities could be undertaken by whoever was doing the job; achievements are unique to you. They can make you stand out from other candidates.

Achievements

- Selected to travel overseas with a previous employer to work on the construction of a new hospital in France, which at the time was behind schedule, ultimately helping to bring it in within budget and on time
- Achieved On-Site Safety Award for commitment to health and safety
- Worked voluntarily every weekend for three months to help build a local community centre, taking on-site supervisor responsibilities

- Regularly support local football club with groundwork duties, relaying a new pitch prior to the start of the new football season and assisting with maintenance throughout the year.

The work history section is different from a standard Performance CV as it just includes dates, job title and company name.

Work History

2008 – 2009	General Labourer/Plant Operator	Thomas Construction
2007 – 2008	Bricklayer	GBH & Sons Builders
2006 – 2008	Various construction roles in Europe, USA and Africa	Smith and Weston
2004 – 2006	Bricklayer	Barns Homes Ltd
1998 – 2004	Various construction roles	Green's Employment Agency
1995 – 1998	Apprentice Electrician	Barnetts Electricals
1991 – 1995	Apprentice Joiner	Jones and Haywood

Adam started two apprenticeships when he left school but did not finish them. However, he did gain valuable skills that he has continued to use. He has therefore listed them but has not included a related qualification.

Qualifications and Training

- **Construction Skills Certification Card (CSCS)** – construction site health and safety certificate after successfully completing the Experienced Worker Practical Assessment (EWPA) (expires 2011)
- **Construction Plant Competence Scheme (CPCS)** – in-date licence to drive construction plant machinery (expires 2011)
- **City & Guilds (6217-08) Basic Construction Skills: Multi-crafts**
- 5 CSEs
- Fork Lift Truck Licence
- Full UK Driving.

Adam has included expiry dates of his licences so employers will know they are in date.

Interests

I regularly work out and I am a member of a local gym. I play for my local football team and also enjoy outdoor activities, including fishing and diving.

These interests may not be directly relevant for the work he is applying for but they do highlight his physical fitness (an important factor in such a physical job).