

YOUR NAME (Qualification – e.g. CIWFM)

01234 567 891 | email.address@email.com | Location

Use the opening section of your CV to position yourself as a strong facilities management professional and quickly show the value you bring. This is your opportunity to highlight your experience in maintaining safe, efficient environments, managing contractors, and supporting the smooth day to day running of buildings. Give a clear overview of your background, the types of sites or operations you have worked in, and what an employer can expect from you.

Focus on your key areas of expertise such as compliance, health and safety, planned and reactive maintenance, and supplier coordination. Include how you approach your work, whether that is being proactive, detail focused, or solutions driven, and the impact this has on the teams and environments you support. Mention relevant technical and practical skills, particularly those important in facilities management, such as CAFM systems, risk assessments, budgeting, or project coordination. Let some of your personality come through, including qualities like reliability, strong communication, and a hands on approach.

Keep the layout simple and easy to read so key information stands out, especially within the first half of the page. Prioritise clarity and relevance over complex formatting, and ensure your content consistently reflects the requirements of the role you are applying for so it is clear you are a strong fit.

Professional Experience

Job Title, Company, Location

Start month and year – end month and year

Start each role with a brief snapshot of the organisation to give context. Include details such as the type of site or portfolio you supported, whether it was commercial, residential, retail, or industrial, along with the scale of operations. Adding this context helps employers understand the level you were operating at.

Follow this with a short explanation of your role and where you fit within the wider operation. Clarify what you were brought in to manage or improve across a site or portfolio.

- Focus on your most relevant responsibilities first, particularly those aligned with the role you are applying for.
- Be clear about what you delivered. For example, improving response times for reactive maintenance, reducing downtime, or ensuring full compliance with statutory regulations
- Include relevant systems, qualifications, and processes such as CAFM systems, IOSH or NEBOSH certifications, risk assessments, or budget management
- Use specific and measurable examples where possible to demonstrate impact. For instance, reducing maintenance costs, improving audit scores, or successfully managing large scale projects or refurbishments
- Think about the common challenges and show how you addressed them. This could include managing multiple contractors, handling urgent repairs, or maintaining service standards across busy or complex sites
- Turn responsibilities into outcomes. Instead of simply stating duties, explain the results of your work. For example, managing contractors could become improving service quality, reducing costs, or ensuring work was completed on time and within compliance
- Highlight what you were most trusted for and the difference you made.
- Ensure your CV is consistent with other professional profiles and accurately reflects your experience and achievements

Job Title, Company, Location

Start month and year – end month and year

If your job title is unclear or doesn't fully reflect your responsibilities, adjust it so it aligns with facilities management terminology. For example, if your role was site-based but covered broader responsibilities, you might present it as "Site Coordinator (Facilities Management)" to make your experience easier to understand. You can then explain the full scope in your opening line.

Using clear, recognisable terms helps both hiring managers and recruiters quickly identify your suitability, especially when searching for key facilities management skills.

- Be mindful of the language you use. Include terms and systems commonly searched for in facilities management, such as compliance, contractor management, CAFM systems, planned and reactive maintenance, and health and safety.
- Reflect these consistently across your CV and professional profiles so your experience is easy to find and clearly aligned with the roles you are targeting.
- Write your bullet points with the reader in mind. Focus on what they need to see to quickly understand your capability to manage sites, maintain standards, and deliver operational efficiency.
- Assume your CV may first be reviewed by someone without technical facilities knowledge, so keep your points clear, relevant, and easy to follow.
- Show how you worked with internal teams, contractors, and external suppliers to maintain buildings, resolve issues, and improve service delivery.
- Avoid repeating identical responsibilities across multiple roles. Instead, highlight the specific challenges, environments, or types of sites you managed in each position to show progression and depth of experience.

Education

- | | |
|--|------|
| • Industry qualifications | Date |
| • Role specific training | Date |
| • Degree level or other relevant | Date |
| • GCSEs/A-levels (not as important if you have higher level education) | Date |

Technical Skills

- | | |
|-------------------------------------|-----------------------------------|
| • CAFM systems management | • Building systems knowledge |
| • Planned preventive maintenance | • Risk assessment procedures |
| • Reactive maintenance coordination | • Budget cost control |
| • Health safety compliance | • Vendor contract negotiation |
| • Contractor management oversight | • Facilities project coordination |

Think about the specific technical skills a facilities management recruiter is likely to search for, such as compliance, maintenance planning, contractor management, or experience with CAFM systems, and make sure these are clearly included. Be careful not to leave out essential requirements, particularly certifications or qualifications like IOSH, NEBOSH, or any compliance-related experience that is expected for the role.

When it comes to CV length, there is no strict rule. In facilities management, it is common to have a broad range of site experience, projects, and responsibilities, so a longer CV is acceptable if the content is relevant.

Focus on being clear and concise. Avoid repetition, unnecessary detail, or listing every minor task. Instead, prioritise experience that demonstrates your ability to manage facilities, maintain standards, and deliver results.

Ultimately, the length of your CV should reflect the depth and scope of your experience, not an arbitrary page limit.