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MAXWELL STEPHENS GUIDES

FOR CANDIDATES

Facilities Management CV Template

A ready-to-use CV structure for FM professionals, with guidance on presenting compliance, contractor management and measurable results.

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Facilities Management CV Template

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01
Introduction

Your CV is often read in under a minute before a decision is made to shortlist or move on. In Facilities Management, where the role can span compliance, maintenance, contractors, budgets and people, that makes structure and clarity essential.

This guide gives you a complete CV template built for FM professionals. Each section explains what to include and shows example wording, with placeholders in square brackets for you to replace with your own details.

02
How to Use This Template

1. Work through the template section by section, replacing every placeholder, such as [Your Name], [Company] and [Dates], with your own details.
2. Tailor the profile and the first bullets of each role to the job you are applying for.
3. Turn responsibilities into outcomes, using real figures wherever you can.
4. Use recognised FM terminology so recruiters and search tools can find you.
5. Keep the layout simple, with key information in the first half of page one.
6. Check the finished CV against your LinkedIn and other professional profiles for consistency.

ACCURACY FIRST

Every claim should be one you can explain and evidence at interview. Accurate detail builds trust; inflated detail undermines it.

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Show outcomes, not just duties.

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03

Header and Contact Details

[YOUR NAME] ([Post-nominals, e.g. CIWFM])

[Phone Number] | [Email Address] | [Location]

Include your professional post-nominals next to your name. A town or region is enough for location; you do not need a full address.

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Your CV is your first interview.

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04

Personal Profile

Use the opening section to position yourself as a strong FM professional and show the value you bring. Summarise your background, the types of sites or operations you have worked in, and what an employer can expect from you.

Focus on your core expertise, such as compliance, health and safety, planned and reactive maintenance and supplier coordination. Show how you work, whether proactive, detail-focused or solutions-driven, and the impact that has. Mention key technical skills such as CAFM systems, risk assessments, budgeting or project coordination, and let qualities like reliability and clear communication come through.

Example: [Qualification]-qualified Facilities Manager with [X] years' experience across [commercial / residential / retail / industrial] sites of up to [X] sq ft. Experienced in statutory compliance, planned and reactive maintenance and contractor management, with a proactive, hands-on approach. Skilled in [CAFM system], risk assessment and budget control, currently seeking [type of role] in [sector or location].

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Speak the language of FM.

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05

Key Skills

- CAFM systems management
- Planned preventive maintenance
- Reactive maintenance coordination
- Health and safety compliance
- Contractor management
- Building systems knowledge
- Risk assessment
- Budget and cost control
- Supplier and contract negotiation
- Facilities project coordination

Include the technical skills an FM recruiter is likely to search for. Do not leave out essential requirements, particularly certifications such as IOSH or NEBOSH, or compliance experience the role expects.

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Every bullet should earn its place.

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06

Employment History

[Job Title], [Company], [Location] | [Month Year] – [Month Year]

Open with a brief snapshot of the organisation: the type of site or portfolio, whether commercial, residential, retail or industrial, and its scale. Then explain your role, where it sat in the wider operation and what you were brought in to manage or improve.

Example: [Company] is a [sector] organisation with a portfolio of [X] sites. Reporting to the [Line Manager's Title], I was responsible for [scope of role].

- Improved reactive maintenance response times by [X%] across [number] sites by [how].
- Achieved full statutory compliance across the portfolio, with [audit result or score].
- Reduced annual maintenance costs by [£X or X%] through [contract review, retendering or PPM planning].
- Managed [number] contractors, improving service quality and keeping works on time and compliant.
- Delivered a [£X] [refurbishment or project] on time and within budget.
- Maintained service standards through [challenge, e.g. urgent repairs or a busy multi-site operation].

- ✓ Put the responsibilities most relevant to the target role first
- ✓ Name systems, qualifications and processes, such as CAFM, IOSH, NEBOSH, risk assessments or budgets
- ✓ Show the challenges you faced and how you addressed them
- ✓ Highlight what you were most trusted with and the difference you made

[Job Title], [Company], [Location] | [Month Year] – [Month Year]

If your job title was unclear or understated your role, align it with FM terminology. A site-based role with broader duties might be presented as "Site Coordinator (Facilities Management)", with the full scope explained in your opening line. Recognisable terms help hiring managers and recruiters identify your suitability quickly.

- Coordinated [planned and reactive maintenance] for [site type], working with [internal teams, contractors and suppliers] to [result].
- Led [health and safety or compliance activity], resolving [issue] and improving [measure].

- ✓ Use terms commonly searched for in FM, such as compliance, contractor management, CAFM, planned and reactive maintenance, and health and safety
- ✓ Use them consistently across your CV and professional profiles
- ✓ Write for the reader: show your capability to manage sites, maintain standards and deliver operational efficiency
- ✓ Assume the first reader may not have technical FM knowledge, so keep points clear and easy to follow
- ✓ Show how you worked with internal teams, contractors and suppliers to maintain buildings, resolve issues and improve service
- ✓ Avoid repeating identical duties across roles; show the different challenges and sites in each to demonstrate progression

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Measured results make the case.

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07

Education and Qualifications

- [Industry qualification, e.g. IWFM Level 5] | [Date]
- [Role-specific training, e.g. NEBOSH or IOSH] | [Date]
- [Degree or other relevant qualification] | [Date]
- [A-levels / GCSEs] | [Date]

List the most relevant and most recent first. School qualifications matter less once you hold higher-level qualifications.

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Clarity beats complexity, every time.

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08

CV Length and Final Checks

There is no strict rule on length. FM careers often involve many sites, projects and responsibilities, so a longer CV is acceptable when the content is relevant. Be clear and concise: avoid repetition, unnecessary detail and minor tasks, and prioritise evidence that you can manage facilities, maintain standards and deliver results.

> *Let the depth of your experience set the length, not a page limit.*

- ✓ Every placeholder replaced
- ✓ Profile tailored to the role
- ✓ Achievements measurable where possible
- ✓ Key qualifications and certifications visible
- ✓ Consistent with your LinkedIn profile

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Tailor it to the role you **want**.

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09

Next Steps

A clear, well-structured CV makes it easy for an employer to see what you have delivered. Maxwell Stephens has specialised in FM, estates and workplace recruitment since 2006. To discuss your next move, call 0207 118 4848 or email info@maxwellstephens.com.

THE EVIDENCE

What the Data Says

What UK data shows about today's job market for FM candidates.

16%

UK applications submitted are up 16% and interviews needed to land a single role are up 18%, Totaljobs found in 2026.

Source: Totaljobs Hiring Trends Update, 2026

77%

77% of UK candidates say it's harder to get an interview than a year ago.

Source: Totaljobs Hiring Trends Update, 2026

55%

British job-seekers do not hear back from 55% of the jobs they apply for, according to Indeed research.

Source: Indeed research, reported by HRreview, 2024

51%

51% of organisations surveyed by SFG20 in 2026 reported a shortage of FM staff.

Source: SFG20 State of FM survey, reported by TWinFM, 2026

50,000+

Maxwell Stephens has an active senior FM network of more than 50,000 professionals across the UK and Europe.

Source: Maxwell Stephens, 2026

Sources were checked in September 2026. Select a source to open the original research. Maxwell Stephens figures are drawn from our own published vacancies and placement records.

CASE STUDY

See It in Practice

Keeping Workplace Operations Running Smoothly for Stonehage Fleming

Stonehage Fleming asked Maxwell Stephens to recruit a Facilities and Maintenance Assistant for its London office, a hybrid role spanning hard and soft services, hospitality and administration. Most candidates at this level had specialised, and their CVs rarely made that distinction clear without close scrutiny. We searched against defined criteria, including combined hard and soft FM experience and NEBOSH or IOSH qualifications, then assessed organisational ability, communication and a proactive approach directly. The candidate placed exceeded the client's expectations.

It shows why a CV that states your scope, experience mix and certifications clearly makes it easier for recruiters to identify you as a fit.

Read the full case study · Browse all case studies

FROM THE BLOG

Related Reading

- How to Write the Perfect CV: A Complete Guide to Standing Out
- Building a LinkedIn Profile That Gets You Noticed
- Facilities Management Qualifications: What Employers Really Look For

MAXWELL STEPHENS INSIGHTS

Continue Reading

- Facilities Management Career Guide
- Facilities Management Salary Guide UK 2026
- The Facilities Management Interview Guide

Browse the Insights library

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