

Babson and Co

Assistant Building Surveyor

Job title: Assistant Building Surveyor

Salary: £22,475 per annum

Location: Enfield, Greater London

Contract: Full-time, permanent

Ref: XY115R

About us

Babson and Co is a small firm of 150 employees. Our clients are public sector organisations and are located throughout the UK. As well as providing outstanding building surveying services to our clients, we also hold sustainability as one of our top priorities and we seek to bring it to the forefront of our clients' agendas. We are looking for a recent graduate who is seeking to start their career in building surveying.

About the role

As Assistant Building Surveyor, you will work alongside a multi-disciplinary team of experts. You will contribute to our comprehensive service – surveying, advising and maintaining our clients' properties – and be closely involved with a variety of contemporary and older buildings. You will be in a position to gain experience in many Building Surveying skills including building pathology, contract administration, design and specification and building conservation. There will also be the opportunity to train for professional qualifications, including membership with the RICS or CIOB.

What we are looking for

- A 2:2 degree or above, preferably in Geography or Economics
- A team mentality – you will be working in collaboration with property owners, members, volunteers, tenants and business partners
- Project management and organisational skills
- Ability to quickly learn new skills and knowledge
- Strong verbal communication skills – you will be working closely with valued clients
- Genuine interest in the maintenance and development of buildings
- A willingness to travel within the UK

Lee Tucker
44 Grange Road
London NW1 5HJ

Mr Jones
Babson and Co
5 Ryder Lane
Enfield NW5 4JG

10th May 2012

Dear Mr Jones,

I am writing to apply for the position of Trainee Building Surveyor, as advertised on Queen Mary Jobonline in April. I am currently finishing my BA Human Geography degree, expecting to graduate with a 2:1 in July.

My interest in working as a building surveyor was sparked when I attended a Careers event featuring an alum working in this field. Talking to them made me realise that the role would allow me to take my interest in buildings and urban space, developed during my degree, into a work environment. My week's work experience in a Property Surveying company demonstrated the highly appealing elements of advisory and technical work within the job and cemented my desire to move into the field.

The collaborative nature of the role requires strong team working abilities. I am experienced at working in teams from my role as part of a team of 8 at the QM Students' Union Bar. Here I have to be flexible with my shifts to accommodate team members' needs, assist colleagues when their section is busy and constantly communicate about issues arising during busy periods. I have developed the project management and organisational abilities needed in the job through managing a month long campaign for Provide Volunteering. This required coordinating 8 team leaders, setting a timetable for activities, ensuring individuals had marketing materials when they needed them and troubleshooting problems when they arose. The success of the campaign was demonstrated through a 12% increase in membership.

My strong interest in working for Babson and Co comes from what I have read about you on your website and your LinkedIn page. I am particularly drawn to your focus on sustainability when advising clients, as this is something I have an interest in and have invested time in learning about through attending RICS lectures.

Thank you for taking the time to consider my application. I am available at any time for interview and I look forward to hearing from you.

Yours sincerely,

Lee Tucker

Lee Tucker

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www.linkedin.com/in/leetucker

Comment [c1]: Provides a link to his business networking profile.

PERSONAL PROFILE

- Strong project management skills evidenced through successful coordination of QMSU Volunteering promotional campaign, resulting in a 12% increase in membership.
- Effective use of verbal communication when presenting information to staff and students as course representative and briefing team members as volunteer team leader.
- 18 months experience of working closely with a team of 8 at the Student Union Bar.

Comment [c2]: Gives specific examples for how he meets the key job requirements. A profile is optional.

EDUCATION

2009 – 2012 **BA Human Geography** **Queen Mary, University of London**
2:1 (Expected)

Relevant final year options: Spaces of urban development, Urban futures.

- **Verbal communication:** delivered presentations to audiences of up to 20 on research and project findings and handled questions from the audience
- **Organisation and time-management:** completed final year project to deadline whilst also undertaking part-time work and captaining the NW1 football team.

Comment [c3]: Outlines the particular modules which have provided background knowledge/skills for the job.

2002 – 2009 **St Christopher's School, Barking**

- **A Levels:** Geography (A), English (B), Maths (C)
- **GCSEs:** 9 including English (A), Maths (A) and IT (B)

Comment [c4]: Summarises the GCSEs – no need to list.

SURVEYING WORK EXPERIENCE

2011 **Wright Property Surveyors (3 weeks' work experience)**

- **Commercial awareness:** shadowed residential property surveyors and observed client meetings.
- **Organisation:** carried out organisational tasks such as filing and writing up the minutes for the department staff meeting.
- **Ability to learn quickly:** learnt Microsoft Access and the way the company used it in a 1 hour tutorial and was subsequently given unsupervised responsibility to update client details on Access.

Comment [c5]: Places experience in the field he's applying for before everything else and titles accordingly.

Comment [AS6]: Addresses the skills required in the job description

OTHER EXPERIENCE

2010 – Present **Bar Worker (Part-time), Queen Mary Students Union Bar**
The Union Bar provides live entertainment, food and drinks to over 2000 customers per week.

Comment [N7]: Groups together all other experience that is not in the career field he is applying for. This section can include voluntary work, even though it is not paid experience.

Comment [c8]: Uses numbers to show the scale of the work he is involved in and to quantify positive results.

- **Teamwork:** work with up to 8 bar staff in an often under-resourced bar and collaborate with the Union events team through meetings and emails regarding events being held in the venue.
- **Verbal communication:** deal tactfully but firmly with difficult customers especially at closing time, listen to customers and respond to their queries and requests to ensure professional service.
- **Organisation:** extremely busy periods at the bar require working methodically and systematically in order to respond promptly to customers' orders.

Comment [AS9]: Shows how this seemingly unrelated job developed the desired transferable skills.

2009 – Present **Team Leader, Queen Mary Volunteering Unit**

- **Project management and organisation:** managed a one month campaign to boost membership. This involved identifying campaign activities; scheduling and delegating activities; liaising with marketing to produce promotional material; and organising the distribution of material. The campaign resulted in a 12% increase in membership.
- **Teamwork:** work alongside 4 other volunteers when carrying out volunteering activities, listening and responding to concerns and needs to encourage effective collaboration between members
- **Communication:** brief team before each volunteering activity by email and in a team meeting, explaining the task, answering questions and outlining the schedule. Report back to Volunteer Co-ordinator following each activity.

Comment [N10]: Now all of the skills asked for by the employer have been exemplified, making him a strong candidate for the position.

ADDITIONAL RESPONSIBILITIES

2010 - 2011 **Geography Course Representative**

- **Communication:** successfully presented key issues affecting students to the staff/student 3rd year committee and gained agreement for a complete overhaul of seminar timetabling.

SKILLS

- **Languages:** conversational Spanish
- **IT:** expert user of Microsoft Office programmes, including powerpoint, excel and word.

INTERESTS

Travel/ Communication: developed the ability to relate to people from different cultures and quickly learnt new local systems and practices through independent travel around South America for 2 months in summer 2010. Countries visited included Bolivia, Peru and Chile.

Architecture and sustainable buildings: Regularly visit buildings noted for their design properties and have attended talks by the RICS on sustainability in buildings.

Comment [N11]: Uses section to highlight more skills needed in the job.

Comment [c12]: Includes a reasonable level of detail. Interests can be useful in helping the employer remember who you are!

Comment [N13]: Provides examples of specific activities that demonstrate this interest.

REFERENCES AVAILABLE UPON REQUEST

Comment [c14]: State it like this or provide your two references in full.