



Membership Application Curriculum Vitae (CV) Guidance

What Information Should I Include On My CV?

Please Note: This is not a job application. The Membership Committee are not looking to see who is the best candidate, only that you meet the criteria for the grade applied for.

Always read the Qualification Criteria first - Your CV must demonstrate that you have the required level of experience and qualifications for the grade you are applying for. If not, you may be asked to provide further evidence or submit a project assignment.

Qualification Criteria

Become An Affiliate - Affiliation to The Institute is open to those individuals engaged in the roofing industry who are new or are in training or who do not qualify for direct entry to membership. The applicant must complete an application form accompanied by a detailed CV. The applicant will be affiliated for a maximum period of two years during which time the Affiliate will study for and undertake the Associate membership course and examination.

Become An Associate - Every Associate shall: Have passed the examination detailed in 3.8 of the Constitution & Rules. Or have the necessary National Vocational Qualification at Level 3 in a roofing related discipline required by The Institute, to give full exemption from the examination detailed in Sect. 3.8. Supporting documentation must be submitted at the time of application.

Become A Member - Every Member shall: Have at least 10 years' experience in their respective roofing discipline. Hold an NVQ L5 or above or hold academic achievement at an equivalent level in a relevant qualification. Or submit a project assignment (subject agreed by the Board of Governors) and subsequent professional interview.

CV Content

1. Personal details:

- Name
- Email
- Contact phone number
- Address

2. Personal Statement

Aim to prove why you should be considered for the grade applied for in one short and succinct paragraph.

3. Work Experience:

This section should include all of your relevant roofing industry work experience, listed with the most recent first. Include your job title, the name of the company or organisation, time in post, and your key responsibilities.

4. Achievements:

This is your chance to show how your previous experience has given you the skills needed to satisfy the criteria for the grade applied for. List all of your relevant skills and achievements (backing them up with examples).

5. Academic Qualifications & Skills:

Your educational experience and achievements, relevant to the grade applied for and the work you do, should be listed here, along with dates, the type of qualification and/or the grade you achieved.

6. Hobbies & Interests:

You don't always need to include hobbies and interests in your CV, but do mention relevant ones. If it's not going to add value in support of your application, leave it out.

How Should My CV Be Presented?

- Tailor your CV to the grade you are applying for.
- Keep it short and succinct – Two sides of A4 will almost always suffice.
- Choose a clear, professional font to ensure that your CV can be easily read
- Lay it out in a logical order, with sufficient spacing and clear section headings (e.g. *Work experience, Qualifications*)
- Order your experience and education in reverse chronological order to highlight your most recent experience and achievements
- Check your grammar and spelling thoroughly.