

Covering Letter

Dear sir/madam,

My name is Reece Sturdy and I am a 30-year-old assistant quantity surveyor with a long history in the construction industry, looking to take my career to the next level.

I decided to take my career to the next level in 2017 when I ceased being a plumber and advanced into quantity surveying, which has been the most successful move I have made for my career to date. During my time as a plumber I have always looked at fulfilling my potential and decided to pursue a career in quantity surveying before I was too old and financially unable to make the commitment.

I have worked for a main contractor for over 2 years on high value projects which has helped me develop and progress, however, I am looking for more advanced and challenging opportunities to further develop my career and progress up the career ladder with a long-term employer.

I am ambitious, committed and determined to my career and my intentions are to develop into a managing surveyor/director level with the right employer. My current job title is assistant quantity surveyor, although I am advised that the tasks we undertake as an assistant are considered to be at a surveyor's level with most other companies.

**Regards,
Reece Sturdy**

Professional profile

I am an experienced assistant/intermediate quantity surveyor looking to develop my career towards a more advanced level.

I have worked on a number of high value projects (approximately £30,000,000 +) within a fast-paced main contractor. Whilst working on these schemes I have developed my Microsoft office skills, analytical skills, construction experience and progressed into a comprehensive assistant quantity surveyor with the determination and work ethic to progress to the next level of my career.

Whilst working in the industry I have also successfully completed 50% of a three-year degree at The University of Salford, additional to completing the first year, I have scored a 1st class mark. As part of my degree I have registered with the RICS and began the assessment of professional competence (APC) with the intentions of graduating with chartered status in June 2021.

Career summary

Nov 2017 - Present

Main Contractor, Glasgow
Assistant Quantity Surveyor

Outline

Managing 50% of the subcontractors on site has become a valuable and satisfying experience. It has provided me with the knowledge, ability and confidence to develop my skills further and satisfied my requirements for this stage of my career.

Key responsibilities

- Reviewing and valuing subcontractor applications/invoices.
- Submitting and managing fortnightly and monthly applications for payment.
- Creating working relationships with subcontractors.
- Producing detailed and correct take-offs of all elements of the construction project.
- Preparing, managing and agreeing subcontract variations.
- Agreeing remeasures with the subcontractors.
- Assisting with monthly financial reports.
- Contributing detailed reports to the CVR.
- Agreeing final accounts of large packages such as groundworks & concrete frame, brickwork, painting & decorating, windows & doors, floor finishes and consultants.
- Identifying savings on subcontract accounts where possible, such as waterproofing & tanking, brickwork, joinery, variations and design changes.
- Completing monthly subcontract accruals.
- Assisting the senior quantity surveyor with any requirements.
- Assisting with defective works on historical projects.
- Identifying risks.
- Liaising with the client in regard to variations.
- Contributing to monthly client, subcontractor and internal meetings

Key achievements/projects

- Assisting with the completion of a 401-student bed accommodation from inception to practical completion.
- Managing the commercial aspects of a 422-student bed accommodation, including liaising with the local councils, client, subcontractors and internal higher management.
- Managing complex and high value packages with minimal input from the senior quantity surveyor.
- Becoming methodical and organised with my extensive workload.

- Becoming a valuable member of the construction team.
- Hitting crucial monthly deadlines.

Packages I have successfully managed and final accounted

- Concrete frame - £4,900,000.00 (remeasurable up to DPC)
- Piling - £400,000.00 (fully remeasurable)
- Brickwork - £500,000.00 (fully remeasurable)
- Painting & decorating - £250,000.00 (fully remeasurable)
- Floor finishes - £300,000.00 (fully remeasurable)
- Scaffolding - £400,000.00 (fully remeasurable)

**Jan 2013 – Nov 2017 H T Forrest
Plumber**

Outline

During my time at H T Forrest I successfully qualified in both my NVQ Level 2 and 3 and progressed from plumbing apprentice to plumber.

Key responsibilities

- I was a lead plumber on 2 refurbishment schemes whilst still being an apprentice.
- I successfully managed other apprentices whilst still being an apprentice myself.
- Working at a fast pace with high responsibilities.
- Being on the on-call rota with many call outs at various unsociable times.
- Repairing and installing domestic and commercial plumbing and heating systems.
- Working on new build and refurbishment schemes throughout the North West of England.

Key achievements/projects

- I gained much experience throughout my time at H T Forrest which included plumbing and heating experience, but I also learnt and understood how to manage people. I was a 3rd year apprentice and managing other apprentices whilst being the lead plumber on various different schemes. The qualifications I gained at H T Forrest enabled me to successfully secure my position at The University of Salford.

Education & qualifications

- BSc Hons in Quantity Surveying (on-going)
- Assessment of Professional Competence (on-going)
- Health & Safety for Quantity Surveyors
- CPD Excel Training (10+ courses)
- NVQ Level 2 in Plumbing & Heating – Training 2000
- NVQ Level 3 in Plumbing & Heating – Training 2000
- Functional Skills Maths – Level 2
- Functional Skills English – Level 2
- Functional Skills ICT – Level 2
- Full UK Driving Licence (clean)
- CSCS Card

References available on request
