

RE: Architectural Designer Role, Story Homes, Newcastle upon Tyne.

Cover Letter

Dear Sir/Madam,

I am writing to express an interest in your current vacancy for an Architectural Layout Designer based in Newcastle. I hope you will consider my CV and supporting statement below, and hopefully shortlist me for the role advertised.

As a young professional, to date I have cumulatively been training and working within the construction industry for over 7 years. My training and experience throughout this time has exposed me to a number of roles and responsibilities (mainly within housing development organisations) which have included aspects of both technical drawing/design and of management of the design/construction process; my experiences are described in greater detail below.

Through my Bachelor of Science (Hons) Degree in Architectural Technology, I was formally trained for four years in topics relating to both design and construction management; this included modules associated with building design/visualisations using Autodesk CAD, Autodesk Revit Architecture, Photoshop, Google Sketchup and 3D Studio Max. I also had to demonstrate competency through hand drawing. Modules also included broader construction topics; Management Skills and Managing the Design Process, Health and Safety for Construction, Site Surveying and Engineering, Building Technology, Construction Contracts and Procurement and Land Law. My dissertation topic was written following my interest in house building and investigated the perceived opportunities and limitations to introducing modular construction approaches to the affordable housing market in England. I finished my degree with a First Class Honours, and my work was also recognised by NBS as I received an additional award for 'Best Project Documentation'.

While attending University I also trained on placements within the construction industry; in 2012 I was involved in overseas voluntary project through the charity I.D.E.A.L.S. I fund-raised to assist toward the build budget and spent 6 weeks in Zambia as a project manager overseeing the renovation of a sport facility on a high school. I also secured an industrial placement year as a Trainee Building Project Manager/QS, during which time I was an understudy to qualified building surveyors. I later managed projects independently, namely an internal door replacement programme and a roofline programme to a budget of £100,000. When managing the schemes I liaised with tenants for access to their homes or to inform of works, programmed and monitored works, authorised any variations and monitored expenses and initiated health and safety on site ensuring the contractor received all pre-construction surveying information and that they were aware of their obligations. I attended site daily to check that works were being carried out correctly and I was the main point of contact for any tenants effected by the works. Alongside my Trainee Management experience I performed as a Clerk of Works for many other capital works programmes, checking subcontractor applications for payment before they submitted their invoices; I ensured claims were not submitted twice, and made site visits to verify the work either by visual checks or measurements and checked all claims against our SORs. When companies were invited to tender for works I completed a value comparison to employ the most competitive bidder.

Following training, I secured a post on a two year Graduate Programme at Barratt David Wilson Developments, (UK house builder) which offered an excellent opportunity to participate in a rotational business program, allowing me to experience all departments within a divisional business; Land and Planning, Technical, Commercial, Construction, Sales and Finance. This offered an insightful opportunity to understand the inner workings of a Plc business model and the pressures/demands

on each department in isolation, whilst also understanding how each department works together in sequence to ensure efficient site delivery and excellent customer satisfaction. Knowledge of the viability function developed an appreciation of why informed negotiation and compromise cross departmentally is key to ensuring each scheme is viable from a land purchase perspective through to build cost and sales revenue, and the course of action which could be taken should a scheme appear to be unviable. My training took me to many divisions and sites nationally to understand different functions of the business and brand and to learn the differences between how businesses operated at a regional level. I also participated in the creation and implementation of a national document to improve the customer satisfaction process when buying a new home.

Upon completion of the Graduate Programme, I became a Technical Coordinator, an important role to ensure all other teams involved in a development delivery were 'joined up'; internally I supported Site Managers, Sales Managers and a Commercial Department daily through supply of information and drawings, and had to coordinate external parties to gather information prior to a site pre-start. I would complete layout design reviews, checking that layouts were designed to reflect BDW requirements and 'Building for Life 12' standards so that schemes were visually appealing; I would also ensure all layouts cross referenced each-other to provide a comprehensive level of accuracy for build information. I was responsible for 3 'coming soon' sites and 10 live sites; this involved ensuring compliance with planning requirements, Building Regulations compliance and NHBC standards compliance, employment and coordination of Consultants and Architects, fee management, revising drawings when required, administration for building control completion testing, and liaison with Local Authorities and our Regulators. I also worked with Construction Management to develop site execution plans for delivery and contributed to the contents of health and safety files. I was responsible to the Technical Director and fed site progress back for the 'coming soon' sites to the Board of Directors monthly.

12 months ago I decided to focus my career on design and therefore pursued a role with Gateshead Council as an Architectural Assistant. During my time in this role my main project has been the design of a housing scheme (36 units) for a brownfield site as well as the detail design of house types. I have also worked on a housing scheme at feasibility stage for 44 houses and a couple of small infill schemes. My involvement in the schemes has also required me to initiate discussions with planners and planning consultees, and discuss the scheme with an external contractor and marketing consultant to progress the scheme to towards construction stage. Whilst acting as 'Lead Designer' for the schemes I am working on, I have had to also take on the duties of CDM regulation on behalf of the Principle Designer (Service Director), which has involved ensuring my drawings comply with British Standards, Building Regulations and also LABC/NHBC requirements.

Drawing on my experience of design with a focus on private house building, I would love the opportunity to work for Story Homes. I feel I could add great value to your team as I am a conscientious and hard working person who will endeavour to learn about Story homes product/brand, and design schemes which reflect what the company strives to achieve. I also feel that given the opportunity to come and work for you I could be an asset to you.

I hope that through describing my experience above, you look favourably upon my application and find me to be a suitable candidate for the job described in the vacancy. I look forward to correspondence indicating whether or not I have been considered for the post.

Kind Regards

Anne-Marie Pearce