

Here's how you can get that greenkeeping job

This month's article looks at the problems of finding a job and the process of job application.



Education Update

BY KEN RICHARDSON

Finding a job

There are three main ways of finding a job, whether it is your first job in the industry, whether you are looking for promotion or just a change of scene. These are:

- **Networking.** Networking involves 'putting yourself about' ie talking to as many people in the industry as you can and letting them know that you are looking for work.
- **Advertisements.** Greenkeeper International has a recruitment section which not only contains job advertisements but also allows greenkeepers to 'sell themselves'. Local newspapers are also a useful source of job advertisements.
- **Speculative (Spec) letters.** This involves writing to all golf clubs that you are interested in joining and asking if they have or may have a job available.

Applying for a job

Unless you are very lucky, you will, without doubt, have to write letters of application and produce a curriculum vitae (CV).

Curriculum Vitae

Your CV should be a brief but concise history of your working life and it should also give your personal details. There are many ways of producing CVs and I have given examples below. However, there are some simple rules that should be followed no matter what type of CV is required. These are:

- **Spelling.** Always make sure that your CV is spelt correctly, it is worth taking time to check it.
- **Style.** Always type your CV or get someone to type it for you.
- **Print Style (Font).** Do not use fancy fonts and print in, at least, 12 point. Print in black ink on white paper.
- **Accuracy.** Do not tell lies on a CV. Anything may be omitted but do not be tempted to include particulars that are untrue eg education qualifications that you don't have.
- **Brevity.** Keep your CVs short as possible, two pages should be the

maximum.

Before starting on your CV, you should spend some time analysing yourself, noting down your experience, qualifications, training and education.

Points to note are:

- Career summary gives prospective employer a 'potted' history of applicant. Should be related to job advertisement.
- Career to date should start with most recent position and work backwards. Make sure that only relevant experience is included.
- Education and training qualifications should start with most recent and work backwards. Again, only relevant qualifications need to be included.

Remember, that this is only one example of a CV, there are several other styles and layouts that can be used. However, try to avoid the 'tombstone' CV which starts with your date of birth and ends with what you are achieving currently. Several books are available on how to write CVs and letters of application. A copy of 'The Perfect CV' by Max Eggert, is available from the BIGGA library or it can be bought from most bookshops for £5.99. For further help and advice, please contact me at BIGGA HQ.

RIGHT: A typical greenkeeper's CV

Education and Training
Continuous professional development including:
Developing as D32 assessor in 1994, through GTC.
Finalist in Greenkeeper of the Year award of NVQ level 3.
Qualified to Stage 2 in BIGGA Master Greenkeeper Scheme.
Attending NVQ level 3 Supervisory and Management Course in 1996.
Attending BIGGA conferences and seminars in 1996, 1995, 1994, 1993.
Attending GCSAA conference and exhibition 1994.
On the job training at Toro Irrigation, Riverside, California in 1990.
Attended Gorseheath college from 1981-1985 gaining City and Guilds Phase 2,3,4 in Golf Greenkeeping.

Interests
Section secretary for BIGGA North West Downs section
Play golf to handicap of 8.
Bricklaying
Photography
Environmental issues.

Personal
Married with two sons 11 and 14
Date of birth 6 June 1955
Full clean driving licence.

Tim Morris
6 Oak Road
Sittingham
MO1 9BA

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CAREER SUMMARY

A Senior greenkeeping professional with significant experience of golf course design, construction and maintenance of 9 and 18 hole golf courses in Spain, Scotland and England. An effective manager with experience of recruitment, project management, budget control and management of large and small teams. Qualified in pesticide control and application. Extensive knowledge and experience of irrigation systems, machine maintenance and golf course construction.

CAREER AND ACHIEVEMENTS TO DATE

Course Manager Sittingham Park Golf Club

Responsible for management of greenkeeping team of six, maintaining 18 hole golf course including redesign and reconstruction of 3 greens. Preparation of course for major championship. Coordination of drainage installation, management of budget, maintaining computerised records.

Head Greenkeeper Thistledown Golf Club Edinburgh

Head Greenkeeper managing team of four greenkeepers maintaining 18 hole golf course and project management for construction of 9 hole pay and play golf course.

Deputy Head Greenkeeper Whistlestop Golf Club

Deputy Headgreenkeeper in team of four greenkeepers maintaining 18 hole course. Individual responsibility for full, computer controlled irrigation system.

First Assistant Greenkeeper Cabo Cometa Golf Club Spain

Member of eight man team maintaining 27 hole championship golf course on Costa Blanca.
March 1983-June 1985

Trainee Greenkeeper Royal St James Golf Club Lancashire

Member of seven man team maintaining championship links golf course. Trained on the job by Mr John Boots and attended Gorseheath College, on block release, studying for City and Guilds Phase 2.
April 1981-March 1983