

Cover Letter

Curtis Walker Cardiff, Wales 07496 445866 curtisjamiewalker@outlook.com

Dear Hiring Manager,

I am writing to apply for the Landscape Gardening Manager position at Grow Your Garden Ltd.

Having worked in landscaping and property maintenance since 2020, I have developed strong practical skills in garden construction, maintenance, hard landscaping, machinery operation and customer service. Throughout my career I have taken pride in delivering high-quality work while ensuring projects are completed safely, efficiently and to a high standard.

In my current role with CJS Garden Ground and Property Maintenance, I regularly lead projects involving patios, fencing, turf care and bespoke garden features. I have experience coordinating work, supervising junior staff, communicating with clients and resolving issues quickly to maintain customer satisfaction. These responsibilities have helped me build excellent leadership, organisational and problem-solving skills.

I am particularly interested in joining Grow Your Garden Ltd because of your reputation for creating beautiful outdoor spaces while maintaining a strong focus on customer satisfaction and quality workmanship. I enjoy working outdoors, managing projects and helping clients transform their gardens, and I believe my experience makes me an excellent fit for your company.

Alongside my landscaping experience, I also hold a Level 2 Carpentry qualification and a full UK driving licence. My previous roles in rail maintenance, warehouse operations and tyre fitting have strengthened my health and safety awareness, teamwork, reliability and ability to work under pressure.

I would welcome the opportunity to discuss how my experience and enthusiasm can contribute to Grow Your Garden Ltd. Thank you for considering my application and I look forward to hearing from you.

Yours faithfully,

Curtis Walker

AI Acknowledgement

AI Acknowledgement

I acknowledge the use of Grammarly to check punctuation, spelling and grammar while preparing this assignment. Grammarly was used only to improve the clarity and presentation of my writing. All ideas, content and final decisions remain my own work.

I confirm that I have reviewed all suggested changes before submitting this assignment and that the work represents my own understanding and effort.

Curtis Walker

Cardiff, Wales • 07496445866 • curtisjamiewalker@outlook.com

SUMMARY

Highly enthusiastic professional with a strong work ethic and a keen eye for aesthetics, driven by a passion for creating visually stunning and functional outdoor spaces. Adept at fostering teamwork, with excellent communication skills that ensure smooth collaboration among diverse teams and stakeholders. Demonstrates exceptional problem-solving abilities, addressing challenges with creativity and efficiency to meet project goals. Committed to continuous learning and skill development, eagerly embracing new techniques and industry trends to deliver innovative and high-quality designs. Dedicated to blending functionality with visual appeal, ensuring each project exceeds expectations and contributes to the enhancement of outdoor environments.

EXPERIENCE

Landscape Worker, 01/2020 - Current

CJS Garden ground and property maintenance

- Conducted regular maintenance checks on landscaping machinery to prevent downtime.
- Operated and maintained a range of landscaping equipment, adhering to safety standards.
- Scheduled and coordinated routine garden maintenance services for commercial properties.
- Conducted soil testing and analysis to determine appropriate plants and treatment for garden health.
- Created bespoke garden features such as rockeries and ponds, tailored to client specifications.
- Applied pesticides and herbicides in accordance with environmental regulations to control pests and diseases.
- Addressed client feedback with prompt and effective solutions, maintaining high satisfaction levels.
- Managed turf care through mowing, aeration, and scarification, promoting healthy lawns.
- Installed various hardscape elements including patios, fences, and water features, enhancing property aesthetics.
- Led a team of junior landscapers, delegating tasks and overseeing quality of work.

SKILLS

- Paving patios
- Using cad software
- Weather resilience
- Driving landscaping vehicles
- Hardscaping knowledge
- Environmental sensitivity
- Health and Safety regulations
- Continuous learning attitude
- Use of protective gear
- Punctuality and reliability
- Adherence to schedules
- Driving licence
- Dependability
- Public health standards
- Hygiene consciousness
- Work pace maintenance
- Street cleaning
- Health and safety awareness
- Public interaction etiquette
- Efficient coordination
- Quick decision-making
- Heavy lifting
- High stress tolerance
- Efficient communication

EDUCATION

GCSEs, 2016

Llanishen high school - Cardiff

- English
- Maths
- Science

CERTIFICATIONS

- Level 2 Carpentry
- Full clean UK licence

- Prepared and cleared sites, ensuring they were ready for new landscape projects.
- Assisted in the preparation of detailed cost estimates and project proposals for potential clients.

Warehouse Operator, 09/2024 - 01/2025

The Welsh Pantry

- Carried out day-to-day warehouse duties with care and attention, maintaining compliance with safety standards.
- Proactively assisted teams in heavy lifting and complex problem-solving tasks, improving operational efficiency.
- Regularly exceeded performance and productivity targets through accurate, efficient picking and packing.
- Identified and removed damaged products, quickly replacing items with quality stock to minimise customer delays.
- Understood warehouse product placement, enabling efficient picking and packing services.
- Consistently complied with workplace health and safety measures to minimise operational risk.
- Maintained excellent physical fitness levels to safely lift and manoeuvre heavy orders and deliveries.
- Loaded and unloaded delivery vehicles, handling goods with care to avoid damage and ensure efficient distribution.
- Stayed within health and safety standards by closely monitoring surroundings during tasks and wearing PPE.
- Implemented organisational systems for stored goods, making it easier to locate items and speed up order processing.
- Performed daily operations in line with food safety and hygiene standards.

Railway Track Maintainer, 01/2022 - 01/2023

Vital Rail

- Supported the development of track maintenance policies and procedures, aligning with industry best practices.
- Installed wide range of equipment for railways, including track, tunnels, embankments, cuttings, level crossings and bridges.
- Implemented preventative maintenance schedules to reduce the likelihood of track faults, improving reliability.
- Examined fences, drains, culverts and embankments to identify maintenance needs.
- Participated in emergency response teams to swiftly address and resolve track failures, restoring services promptly.
- Responded to weather-related track issues, such as

snow and ice removal, to maintain safe operating conditions.

- Carried out all track maintenance jobs on time, within specifications and to high-quality standards.
- Calculated materials required for each maintenance issue and verified availability of necessary parts and tools.
- Facilitated the replacement of worn or damaged rails and sleepers, maintaining optimal track integrity.
- Adhered to strict health and safety regulations while performing maintenance tasks, safeguarding team welfare.
- Coordinated with signalling staff to manage track access, ensuring smooth execution of maintenance operations.
- Assisted in the installation of new track systems as part of major upgrade projects, enhancing network capacity.
- Kept managers updated on project progress by formulating and submitting regular reports.
- Checked tightness of bolts and wedges, identifying when to replace damaged rail chairs and repack ballast under sleepers.
- Utilised specialised machinery to carry out track renewal works, enhancing operational efficiency.

Tyre Fitter, 09/2016 - 01/2020

City tyres - Cardiff

- Carefully removed old tyres, disposing of parts swiftly and appropriately to minimise health and safety risks.
- Thoroughly inspected and assessed tyres to determine repair solutions and tools required.
- Accurately measured vehicles to determine the appropriate new tyre to fit, minimising potential errors.
- Recommended repairs and outlined costs to customers, building trust through honest and caring feedback on vehicle condition.
- Collaborated with team members to develop strategies for improving service efficiency and customer satisfaction.
- Regularly updated service records, ensuring accurate tracking of tyre fittings and alignments completed.
- Provided professional advice on tyre maintenance to customers, promoting longevity and optimal performance.
- Acquired and prepared equipment and accessories before starting repair or maintenance procedures for smooth and timely finish.
- Maintained a clean and organised work environment, ensuring tools and equipment were properly stored.

- Chose correct tyres, tubes and accessories to replace damaged, worn or old parts by testing items before installation.
- Resolved customer complaints regarding tyre services with empathy and efficiency, maintaining high satisfaction levels.
- Managed tyre stock levels efficiently, ordering new stock as needed while adhering to budget constraints.

HOBBIES AND INTERESTS

- Football
- Gym

DRIVING LICENCE

- Category B+E