

## RECOMMENDED CV STRUCTURE

Name                      Desired Position

Date of birth;

Nationality;

Phone number;

Email address;      Professional email address

Current location;

Credentials;      Health/smoker/visible tattoos

Passports/visa;

Professional head shot photo – taken in appropriate uniform. I.e. white polo with a yachting background. This photo should be true to life and recently captured.

### Profile / Introduction;

Keep your objective clear and concise. Try not to put off potential employers by putting you are only interested in ‘charter’ if in fact you would work on a private vessel. The same goes for size of vessel, keep this open unless of course you are specific and you will stick to it.

Your objective needs to have an overview of your career to date, selling your skills and experience and state what you are looking for now and your career goals. If you sailed for England then mention it here.

Eg I am ideally looking for a permanent deckhand position on a motor yacht. I have recently gained my Yachtmaster Offshore and am now looking to build a long term career in the yachting industry etc. Previously I have been working as a carpenter for the last two years in London and am looking to use these skills in my new career.....I am a keen wakeboarder and have competed in various sailing competitions to national level....

### Qualifications

Yachtmaster Offshore

STCW 95

Power Boat Level 2

ENG 1

BA Marketing 2:1

# QUAY CREW

Starting with your highest ticket held, list these. Keep it simple, you don't need to list all components/modules if you have a CoC.

## **Career History in Yachting**

Starting with your most recent, for example;

**MY ?**

**Deckhand**

**Jan 2012-Jan 2013**

On MY ? for 1 year. This was a heavy charter yacht and I was on board for a Mediterranean and Caribbean season.

- Driving of 6m Jet tender and a 5m prop tender
- Painting of.....etc
- Etc etc.....

Keep this in bold and separated so it is easy to see at a glance. Ensure all your experiences that follow are identically laid out. Attention to detail in your CV is crucial!

Below write a brief paragraph/bullet point responsibilities on board. This should be accurate. Stay truthful to what you actually achieved on board but point out your strengths.

Your most recent experience should have the most detail. If you are a seasoned Chief Stew for example, your experiences from when you were a Junior Stew only needs a brief one line.

## **Previous Career History**

**Virgin Airlines**

**Air Hostess**

**Mar 2009 – Dec 2011**

This section can include anything else relevant to the yachting industry. Have you previously worked as a nanny or a watersports instructor etc...

If you are new to the industry and have no yachting experience, keep your other land based experience brief, making special attention to highlight anything relevant. This can be anything from accounting experience to carpentry skills.

## **Hobbies, skills, interests etc**

Keep it factual and try and avoid just putting socialising, seeing friends, going to restaurants etc



**References:**

Most recent first, try and give as much information as possible. Name, job title and name of yacht / company it is for and phone number & email addresses

**NOTES:**

Keep your CV simple. Black and white (bar your photo).

Make sure your photo isn't too memory heavy.

Clearly state what you can do in your Career History. Don't assume people will know what your skills are.

Keep everything well spaced and easy to read.

This isn't a definitive example of how a CV must be set out. You can lay it out differently, call the different sections different titles etc. It is up to you. This is just some ideas to give you some structure to work with.

**MAKE SURE YOU SPELL CHECK!** The yachting industry is all about attention to detail. It is so important your CV reflects this too.



# QUAY CREW

## Professional Yachting experience;

### **MY Yacht 1 - 45m Feadship - Chief Stewardess - May 11 - May 13 - Charter**

I joined Yacht 1 as Chief Stewardess in France while the yacht was in the shipyard, preparing for a Med season. In the short time we were there I had to organise the interior including purchasing everything for inside ranging from cutlery, crockery, bed linen through to candles and DVDs.

From the shipyard we cruised the Med, chartering along the way. I was responsible for all service, provisioning for all crew, crew uniform and making sure the high standards in the interior were maintained at all times.

Within my role as Chief Stewardess I also helped outside on deck, coming in and out of port and managed all the boats accounts as well as booking berths and generally assisting the Captain.

### **MY Yacht 2 - 60m Amels - 2<sup>nd</sup> Stewardess - April 09 - April 11 - Private**

Yacht 2 was my first experience on board yachts. I joined the yacht as 4th Stew but was quickly promoted up to 2<sup>nd</sup>.

Yacht 2 was a private yacht cruising through the Mediterranean including Monaco, St Tropez down to Sardinia, Corsica & Capri.

Duties included, service of all meals including preparing the dining area, all aspects of cleaning and maintaining the boat to a high standard for the owners and guests as well as laundry for crew and guests.

## Additional work skills/experiences;

Prior to joining the super yacht industry I spent 10 years working in hospitality. I have worked at high end establishments serving at private functions as well as having worked in events, organising corporate & private functions for up to 500 people.

My organisational skills are excellent as is my silver service & wine knowledge.

In my spare time i enjoy cooking & reading as well as swimming & diving.

## References

Yacht 1	Captain Smith	+33 123 456 789	<a href="mailto:captain@yacht1.com">captain@yacht1.com</a>
Yacht 2	Captain Clarke	+33 987 654 321	<a href="mailto:captain@yacht2.com">captain@yacht2.com</a>