



# First Name Last Name

Position of choice

## Personal Information

Nationality: From where am I?

Current Location: Where am I today?

Visa: Type and expiry date

Date of Birth: this is an easy-to-read format: 1 Jan 1985

E-mail: myemail@myemailprovider.com

Phone: +1 555 555 5555

Skype: my Skype ID

Driver's License: From where? Is my record clean?

Languages: Spoken including basic level

Status: Single? Excellent health? Non-smoker? Tattoos?

## Objective

This section should briefly answer the question, for which position am I applying (be very clear – this should match your Position of Choice, above). Include only your current situation, nothing future forward, nor what you wish to obtain in terms of tickets/licenses. Keep this present-tense. In the words of Monster.com (this pertains to yachting): If you're targeting a particular position, add a formal objective statement and reference the job opening. The hiring manager will see you took time to customize your resume and that the opportunity is important to you.

## Profile

Preferably, this section should exist only for Crew with at least 2+ years of experience. At the more entry-level positions, it is not as critical to know how you operate under stress, how you are viewed as a leader, because you won't know from land-life how you handle yacht-life, necessarily. Your role at the lower levels should be mainly to get along well with others, perform your duties well, learn, and grow as a Crew member. We don't need to know you're keen, determined, come from boating as a kid, enjoy working with your hands, enjoy hospitality, work with a smile...this is all expected and we don't need it written down. Lower-level candidates have about 8 seconds or fewer for someone to decide if you're going to make the cut.

## Professional Training & Qualifications

List in reverse-chronological order.

Course Title	From where did you obtain this cert/license?	Year obtained or Expiry
STCW? Course title	From where did you obtain this cert/license?	Year obtained or Expiry
Another course related to yachting	From where did you obtain this cert/license?	Year obtained or Expiry
ENG1 Seafarers Medical Certificate	(SUPER IMPORTANT – expiry date for this one!)	Expiry Date
Helicopter pilot license	X Aviation school	2009
Massage Therapist	X Massage School	2005 – 2007

Computer skills? Which programs? Advanced/Intermediate/Basic?

Only yachting or industry-related courses here. Professional skills such as Computer-based can be squeezed in here as well if you will need them in your daily role (not entry-level). Do not list deck or steward skills here, however.

## Maritime Experience

List in reverse-chronological order paying attention to dates. Should you have a gap in your work, explain this gap.

**Dec 2012 - Oct 2015**

**Position Title**

**M/Y My Boat (50m)**

**Areas traveled:** Caribbean, Bahamas, Med South, East and West. Provide a brief overview of your position on a yacht. Keep it short by changing sentences from this: *I joined this boat when it was in the shipyard in Italy during a very demanding 5-month refit. We were almost finished when the boss decided to make further changes keeping us there for an addition 2 months.* To this: *Joined during 7-month refit in Italy.* See how you can cut out unnecessary words? Refit is important to note, the rest is not. How many Crew were you managing? What major challenges did you overcome? Were there any milestones (work-wise) for you? See how clear this is and how the important info (top line) almost JUMPS off the page?!

**Mar 2012 - Nov 2012**

**Position Title**

**M/Y My Yacht (45m)**

**Areas traveled:** Caribbean, Bahamas, Med South, East and West. Provide a brief overview of your position on a yacht. Keep it short by changing sentences from this: *I joined this boat when it was in the shipyard in Italy during a very demanding 5-month refit. We were almost finished when the boss decided to make further changes keeping us there for an addition 2 months.* To this: *Joined during 7-month refit in Italy.* See how you can cut out unnecessary words? Refit is important to note, the rest is not. How many Crew were you managing? What major challenges did you overcome? Were there any milestones (work-wise) for you?

### Land-Based Experience

Going back 5 years could be deemed sufficient. Only include land-based experience beyond these dates only if it really compliments your skills set. Include land-based experience if you haven't been in yachting for more than a few years or if you haven't worked on approximately 3 or more yachts in permanent positions. Keep the formatting/layout the same as the Maritime Experience section.

**Jul 2011 – Mar 2012**

**Position Title**

**Company**

Provide a BRIEF 1-2 lines of your work functions, unless in high-level management, for example, Culinary, Hospitality, Engineering or Project Management levels. Beauticians and Massage Therapists can describe techniques with which they worked.

**Jul 2008 – Jul 2011**

**Position Title**

**Company**

Provide a BRIEF 1-2 lines of your work functions, unless in high-level management, for example, Culinary, Hospitality, Engineering or Project Management levels. Beauticians and Massage Therapists can describe techniques with which they worked.

### Education

Formal post-secondary info goes here – list in reverse-chronological order

Electrician course (formal title)	College X from where I graduated/attended	2004
Bachelor of Something degree	School X from where I graduated/attended	1999 - 2003

### Interests & Activities

Snowboarding, Wakeboarding & Watersports, Sailing, Reading, Inline Skating, Gym, anything else you like to do that you can do while yachting around the world. Non-work related. Please keep 'learning more about the industry'-type lingo out of this section.

### References

Be sure your references are aware they're on your resume (ask them if they could be a reference for you). These should be either your Captain or your Head of Department. Not a colleague (someone working at the same level as you) nor a friend nor a family member. Can also be a Manager or other Employer if coming from land-based work. Remember these people are supposed to be giving you rave reviews! Choose references where you feel you will get quality reviews from experiences where you fit in best (ideally you will have references available from all your work experiences.) Email addresses are best but please include phone numbers if you have them. Recommended to include a minimum of 3 references as it saves a hiring party that step to ask you – rather than to say references are available upon request. As a maximum, I might include your top 5 references. Too many can be daunting and if someone needs further references, they can ask.

Captain Martin X	M/Y My Boat	emailaddress@emailaddress.com	+1 954 555 5555
Chief Officer Y	M/Y My Yacht	myyacht@emailaddress.com	+311 55 55 55 55
Chief Stewardess Z	M/Y My Boat	chiefstew@emailaddress.com	+1 555 555 5555

Keep your resume to 2 pages! A resume is just that: a summary!