

Modèle Yachting d'un CV professionnel en Anglais.

First and Last Name

Nationality:

DOB:

Current Location:

Phone:

Email:

Languages spoken:

B1/B2 Visa: *only if you have one - list expiry date*

Health: *smoker/non-smoker/other ailments or excellent*

Tattoos: *size & location*

Driver's license: *country of issue/clean or not*

Head & Shoulders photo.

Preferably in crew uniform or best in a white polo-type shirt, (with collar), No sunglasses Professional-looking. This is the first and only image a Captain has of you before contacting you

FIRST IMPRESSIONS COUNT!

Objective

Example: To secure a professional deckhand position aboard a 100ft. + yacht. As part of a team, open to a charter or private yacht.

Clearly state position you seek (deckhand, stewardess, engineer, etc.) or you will likely not be considered. Read up on what each position does if you aren't sure. If you are a team (couple), mention that here. THIS IS ALL A CAPTAIN WANTS TO SEE IN OBJECTIVES.

PLEASE do not write a personal profile. Remember Captains skim a resume in 10-20 seconds. If they see a wall of words, they will skip it. They are looking for your experience, skills and qualifications mostly. These will speak for themselves.

Skills

Example:

Line handling

Engine room painting

Flower arranging

Silver service

Basic diving

Interior detailing

Electrical work

Driving tender & tow-behind

Waxing/Polishing

Fuel filter changes

Computer/IT

Bilge cleaning/drainage

Refuelling

Two-parting teak decks

Metal cleaning/sealing

Varnishing

Flushing jet skis

White glove service

Bartending

Sailing knots

List only those that pertain to yachting and the position you desire. Chefs have a somewhat different way to organize this information.

Education

Example:

Project Management Professional, PMI

May, 2007

Bachelor of Business Administration degree, University of X

May, 2004

List only formal education here. Example: High School, Degree programs, Masters, etc. Also certificate programs (not pertaining to yachting) can go here if you believe they will help towards this position. If you have education further to high school from a University (completed programs only. i.e. a degree). do not list high school as this is redundant. Note: these are listed in reverse-chronological order (most recent course is listed first).

Licenses and Certificates

Example:

Silver Service course. MPT. Ft. Lauderdale	March, 2011
Applied Engine Course. MPT, Ft. Lauderdale	October, 2010
Open Water Diving - PADI certified. Ft, Lauderdale	June, 2009
STWC '95, MPT. Ft. Lauderdale	April, 2009
ENGI, Ft. Lauderdale	March, 2009

Your yachting certificates, etc. go here. Again, If your cert/license does not pertain to yachting, omit it. List in reverse-chronological order.

Professional Work Experience

Example:

- Bosun**, M/Y Papillon 165' October, 2010 - Present
- Second to First Mate - organize a deck crew of` 4.
 - Acting First Mate while at dock for 2-month period while owners! Mate away.
 - Drove 34' X boat regularly,
 - Given responsibility for all safety drills and associated logbooks, under guidance of First Mate.
 - etc.

- Deckhand**, M/Y Sironella 150' April 2009 - October, 2010
- Performed weekly wash downs with a team of 3, Lead deckhand starting June 2010.
 - Drove 32` Intrepid regularly, with guests on board. Responsible for anchoring and driving when not towing behind.
 - Assisted First Mate in Bosun role when Mate was absent- responsible for dock-side exterior maintenance and leading a crew of` 2 for 3-month period while without a Mate.
 - Re-organized deck department including inventory of all product and gear including that in storage.
 - Excellent bartender - bartended for 5 large guest parties (40+ guests) while at dock and while underway.

4-5 points are sufficient. Bullet points are good too. Combine more points if necessary. NEVER use 'I' on your resume. See example under Objective to see how you can get around using the word 'I'. List in reverse-chronological order.

Should you NOT have any experience in the professional yachting industry. show any day work you have under your belt.

List 2 days, if only 2 days. It's better than none.

Should you not have ANY industry experience. you are unlikely to be hired by sending your CV to a random boat looking for crew, If you are serious about this industry. you should travel to some of the hotspots for mega yachting (Antibes. FR. Palma. SP. Florida. US. and various other places in the Med and the Caribbean). Dock walking is one of the best ways to meet Captains and crews who might know of a boat looking to hire day workers. Stay in a crew house to network. By doing day work, you gain the necessary understanding of what it means to be crew in this professional industry. You may know how to sail but that doesn't mean you know anything about this industry. PLEASE – list at least SOME working experience, Should you have none in the industry, you must show you have other work experience outside the industry.

Should you be completely green to the industry, it is highly recommended to take one course and obtain one certificate:

STCW 95 - costs about 1100 € and is required by most vessels. Shows you are serious about your desire for a position on a yacht, Basic Safety Training.

Interests & Hobbies

Example:

Reading, playing volleyball, fishing, biking, watching movies, Sailing, hiking.

List a few things you like to do in your spare time. Travel is redundant.

References

Example:

Stuart Engineer -NZL
Build Engineer
260' Lurssen
stuart@email.com
+1 -954-555-5555

Philip Captain -AU S
Captain of Big Boat
209' Royal Denship
turmoil@emailaddress.com
+555 555 5555

Will Crew - CAN
3rd Engineer ETO
248.6' Feadship
William@crew.com
+666 666 6666

Please list only your top three references! List them on a separate page.

Keep your CV to 2 pages, not including references

2 pages is a business standard not just the yachting industry standard

To send as a package:

- CV

- References (should be a separate page)

- Letters of reference (these show you are serious about a position. Signed by a Captain and sealed with the boat seal are even better)

- Copies of certificates obtained. It will save the Captain from asking for them later.

It may save them time. Pushing you to the top of the list as generally boats need crew the day they post an ad

- For Chefs or Cooks: Send a copy of a potential menu and pictures of your recent creations

Watch all grammar. Spelling, punctuation (be consistent), spacing, etc.

This is your ONE chance to make a first impression, take the time to make your CV perfect as it will show how you take perfectionism and professionalism in to your new role on a yacht.

Email the resume to yourself and recheck it, to be sure.

Sometimes things move around when you email!

Also, a pdf document is more professional than a doc or docx as your recipient generally can not make changes to a pdf.