

**A guide to writing a C.V. / Resume for the  
Super Yacht Industry.**

By Jonathan Franklin

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## Chapter 1

### Introduction

This is a guide to writing a C.V. / Resume for the Super Yacht Industry. This information is not meant to be a definitive guide, but merely a way of highlighting the main do's, don'ts and the differences between a Yachting CV and a standard CV.

From here on we shall use the term CV for both C.V. and Resumes. This document has been set out in an easy step-by-step method to allow you to either evaluate your present CV or build a new one as you continue through this document.

Looking at hiring from the Captains point of view.

- Personal on Yachts have one of the highest turn over rates of any industry. This means that Captains regularly look at CV's, lots of CV's so your objective is to make your CV stand out from a very crowded desk.
- Captains not only want competent, well presented crew but also crew that "shine" crew that have something special. You need to make your CV do this for you.

These are direct quotes from Captains.

"I first thin out the number of CV's I have by scanning the first page of the CV's and binning any I don't like the look of."

"If I have a bunch of CV's all with equal qualifications the first ones to go are the ones without a photo."

What should a CV do?

Curriculum Vitae (CV) means book of life and many people still treat these documents with that mind set, in fact I have even seen a CV with an index. A CV should not just present a list of qualifications and life experiences placed in chronological order.

Your CV should both represent the type of person you are and sell your abilities and personality to a potential employer.

To do this you need to stop thinking about your CV as a textbook and starting thinking about your CV as a sales pamphlet. Your CV needs to fulfill two vital criteria

1. State relevant points for the position you are applying for.
2. Presents these relevant points in a format, which both aids the employer in locating the points easily and emphasises your personal style.

If you have already built your CV have an honest look at it and ask your self "does my CV fulfill these two points as fully as it could"

## Chapter 2

### Content

#### General Rules

- Always use a word processor.
- Always use a spell checker.
- Always be accurate.
- Always be concise.

How many pages should your CV be?

A standard rule of thumb is “Your CV should not be more than 2 pages” Now there are some exceptions to this rule. Chefs generally get asked to include some examples of Menus. Some Captains like to have covering letters attached to the front of a candidate's CV. But in general stick to the two-page rule and you won't go far wrong.

What should be in a yachting CV and what should not?

#### Primary YES points

- Your Name,
- A Photo (more about this later)
- Nationality,
- Visa requirements,
- Marital status,
- Smoking habits,
- Current phone number,
- E-mail address,
- Relevant yachting Qualifications,
- Sea mileage or days at sea,
- Positions held stating dates, name of vessel and position with a critique of the boat's travels and working life.
- References with current contact details,

#### Additional YES points

- Profile (more about this later)
- Objective (more about this later)
- Additional qualifications E.G full driving licenses, Helicopter License or Degree in Marine Law.
- Additional relevant work E.G 3 years in the British Navy, work for 2 years as a rigger or work at the Ivy restaurant in London as a silver service waiter.
- Present Location (not necessarily a full address),
- Hobbies. Keep the list short sweet and honest.

What should not be in a Yachting CV?

Well this should be self-explanatory, every thing that is not in the lists above. This includes:

- The words Curriculum Vitae at the top of the page. The document does not need a title and this takes up space, detracts from important information and does not tell the Captain anything useful about you.
- The address where you normally live.
- Irrelevant land based jobs. However not all land based jobs are irrelevant, you would be surprised at how many captains like crew with computer skills or have had experience in public relations or hospitality.
- Your general education: This is a key point in normal land based CV's. However this is a waste of prime space for a Yachting CV. Of course if you have been an Architect we may want to put this in because some Captains and Owners like to show off how intelligent and qualified their crew are.

How do I write a paragraph for my CV?

When writing any paragraph for your CV you need to present your information in a direct and concise way, do not waffle. Start by writing down a list of points that need to be in the paragraph. For an example say we wanted to right a Profile. Think of all the points you wish to put in your profile.

#### List

Experience

Work well in a team

I Like job done well

Efficient

Keen on sailing

Good personal skills

Good at handling stress

Sense of humour

Important point

- You are trying to sell your self, try not to right about what you hope see or do and more about what you have to offer.
- Be honest.
- Be direct, do not over emphasize or exaggerate points.
- Keep the paragraph short, no more than 6 lines.

**From a young age I have been keen on sailing, over the last three years whilst working on various yachts I have learnt to be a team player and efficient worker who likes to see a job done well. I get on well with people and handle stressful situations with a positive sense of humour.**

Writing an objective is approached in the same manner but obviously you are writing to achieve a different result.

### List

Further my career

Running a large Classic Yacht

Important points

- An objective should be a concise sentence of one or two Lines.
- This sentence can be separate or be the last sentence in your profile
- Make your objective realistic, something you can achieve in the next few years.  
EG If you are just starting out, a good objective would be to complete the STCW course.
- Make the objective be something that would also benefit the yacht. EG obtaining qualifications or learning new skills.

**My long-term objective is to advance my career towards running a Large Classic Yacht.**

You would obviously not write this if you were applying for a job on a 23mt plastic motor yacht.

All written paragraphs in your CV should be approached in this way. The other way in which information can be presented is bullet points such as a list of qualifications

Covering letter

Depending on whom you talk to depends on how important this is. Some people consider the covering letter to be extremely important others never read them. My opinion is that a well written covering letter will never do you any harm and may do you a lot of good so always write one, but if you are going to do it do it well.

With a covering letter you are trying to say why you think you are perfect for the job you are applying for. Try to be positive and confident without sounding big headed. You want to come across as a pleasant person to be around. Remember no one wants to be stuck on a boat all season with a grumpy deckhand or stewardess.

## A Good covering letter to an Agent

Dear Jonathan

I am a deckhand with three years experience on vessels ranging from 30 –75 mt. I am now looking to move up the ranks and become Bosun on similar sized vessels. I left my last vessel (vessel name) in Antibes and am presently studying for my OOW ticket with Blue Water here in Antibes. This course finishes on the 12<sup>th</sup> September and am available for work from the 15<sup>th</sup>.

- My strengths include an ability to work well under pressure, making guests feel comfortable and a good knowledge of the Algrip paint system due to two years working in a shipyard.
- I am a good sailor and have an understanding of both general navigation and tender driving having passed my RYA powerboat level two.

Yours Sincerely

John Allan

## Photographs

A photograph is an essential part of your CV. The old saying that an image is worth a thousand words is very true. It is also good to remember that a good Photograph presents a good image but a bad photo will reflect very badly on you.

## Main points

- A current black and white or colour head shot of good quality and size.
- Look smart; wear a nice shirt or the uniform from the boat you are presently on.
- Be conservative in your appearance, No outrageous hairstyles.
- Have a photograph especially taken, do not have other people, pets or anything else in frame.
- The background of the photograph should be a nice neutral colour
- If you are physically attaching a photograph to your CV make sure you have written your name and phone number on the back of the photograph.
- If you are electronically attaching your photograph to your CV you will need to reduce the file size of the image. (Below is a link to some free software) The image should be no more than 100kb
- One of the most important point is don't forget to smile.

## Chapter 3

### Format

The format of a CV is incredible important because before the Captain has even read your name at the top on the first page he has already made assumptions about the type of candidate you are by how you have presented the information on the page.

**“The format of your CV is the First impression that the Captain has of you.”**

### The psychology of layout

This is a list of known psychological phenomena about how people look at and digest information. All these points are well known by marketing and advertising agencies.

- Before people start to read a page they scan the page first.
- People scan pages diagonally not linearly. (fig 1.) show how the first place a person looks on a page is top left but their eye travels down the page in a diagonal line to the bottom right hand corner.
- When a person is scanning a document you have between 3-6 seconds to grab their attention and entice them to read more.
- When people are reading a list of points if you have not grabbed their attention by the end of point three they will stop reading the rest of the list and move on further down the page.
- As a person reads down a page if you have not grabbed their attention they become less and less interested.

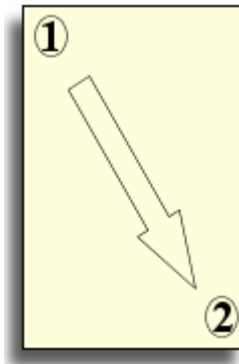


Fig 1.

In this list above notice the repeated term “grabbed their attention” This is the key to a successful CV.

Possible methods of grabbing the readers attention?

- Changing font.
- Changing font size.
- Changing font colour.

All of the above methods should only be done to the most important points. Such as your name

- Making the text bold.
- Underlining the text

Both of the above can be done to highlight section heading.

- **Place the content they want to find in a prominent location on the page.**

This is the best method of all and should be considered as the primary drive behind the format of you CV.

Some rules concerning text.

- Do not use more than two font's.
- Do not keep on changing font size.
- Do not use more than two colours.
- Do not WRITE ONLY IN CAPITALS.

CV Examples

The Following pages are two separate CV examples.

The Last Word

Your CV should display all your attributes as well as being styled to show what sort of person you are. This is an important document take your time over it.

# John Dod



Nationality: British. Date of Birth: 14<sup>th</sup> June 1972 age: 32  
Languages: English, basic Spanish,  
Single, Non smoker.  
Tell: 0044 7702 416 415, 0033 660765204  
E-mail:johndod@Yahoo.com

15,000 Sea Miles

MCA MASTER OF YACHTS 500gt (Class 5)

## Profile

List key attributes: Honest, Hard Working, Enthusiastic, etc. Now write a concise paragraph with these attributes in. You may also include what you plan to do. E.g. sail round the world. This paragraph should not be longer than five or six lines.

## Education

Relevant to a sailing job is best, keep it short, pick out appropriate bits don't list every exam you have done.

## Experience

Time period	Type of boat	Location
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### Position "captain"

Brief paragraph about the boat and what your role was no more than 3-4 lines

Time period	Type of boat	Location
-------------	--------------	----------

### Position "captain"

Brief paragraph about the boat and what your role was no more than 3-4 lines

If you have never worked on boats before list jobs that relate to the position you are looking for on the Yachts. E.G. For an engineers position list work you have done with engines.

## Previous Posts

Summer 1995  
Sun Sail, Flotilla Skipper, area: Greece

Winter 1994  
Ski Rep for Blanden Lines Ski holidays

General list of positions in chronological order

<b>Qualifications</b>	<b>MCA Class 5 Master of Yachts 500 gt</b>
<b>Licenses</b>	<ul style="list-style-type: none"> <li>▪ <b>GMDSS</b> General operators certificate</li> <li>▪ <b>STCW 95</b> Business &amp; Law</li> <li>▪ <b>STCW 95</b> Advanced fire fighting</li> <li>▪ <b>STCW 95</b> Advanced Sea Survival</li> <li>▪ <b>STCW 95</b> For persons in charge of medical care onboard</li> <li>▪ <b>STCW 95</b> Medical first aid onboard ships</li> <li>▪ <b>STCW 95</b> Navigation &amp; Radar</li> <li>▪ <b>STCW 95</b> Construction and Stability</li> <li>▪ <b>MCA</b> Medical Certificate</li> <li>▪ <b>DOT RYA</b> Yacht Master offshore</li> <li>▪ Advanced Open Water diving SSI</li> <li>▪ R-22 Helicopter</li> <li>▪ Clean driving licenses, car and motorbike</li> </ul>

## References

Mr Jump Up owner of M/Y That's a Big Boat  
 E-mail: [iwillmake@sureyouwillneverworkagain.com](mailto:iwillmake@sureyouwillneverworkagain.com)  
 Tell: 0041 7890 678 901

Give at least two references.

It is very important that you have gained consent of the referee before giving out his contact details.



**Picture**

## **John Dod**

**Nationality : British, Date of birth 14<sup>th</sup> June 1972.**

**Languages : English, basic Spanish.**

**Single, Non-smoker.**

**Tel : 0044 7702 416 415 or 0033 6607 65204**

**E-mail : [johndod@yahoo.com](mailto:johndod@yahoo.com)**

### **Profile:**

List key attributes: Honest, Hard Working, Enthusiastic, etc. Now write a concise paragraph with these attributes in. You may also include what you plan to do. E.g. sail round the world. This paragraph should not be longer than five or six lines.

### **Qualifications:**

Maritime studies BSc Hon: Areas of study: Maritime Law, Navigation systems (GPS, Electronic charting systems etc), GMDSS, Radar, Meteorology, Hydrography and Physical Oceanography.

- ◆ Class 5 with command and endorsement.
- ◆ RYA Yachtmasters (commercial endorsed).
- ◆ Ocean masters theory.
- ◆ R22 Helicopter pilots licence.

### **Last Post:**

June 1999- Oct 2001,        **S/Y "Flica 11".12m class**                                **Position Captain.**  
For three summers Flica cruised and raced in the Med and Baltic Sea taking part in regattas from Stockholm to St Tropez. Winter 1999 Flica under went a refit of all major systems, Rigging (standing and running), Sails, Decking and a rebuild of one third of her interior. Winter 2000 and the work continued concentrating on Flica's performance and optimising her to the 12m rule. Flica's weight dropped from 31 to 26.5 tonnes as part of this her engine was removed and ORN was purchased.

ORN a 14-meter twin screw power boat designed and built in Sweden in 1947, also had a complete system refit plus additional custom fitting for towing and extended cruising.

For the 2001 race season, and especially the Cowes Jubilee, Flica and her team underwent major work to improve performance resulting in;

German National 1st  
Cowes Jubilee 2nd vintage class  
Sardinia Cup 2nd classic class  
Cannes Regatta Royal 2nd vintage class

Previous Post:

Winter 1999	<b>M/Y “Marlane”</b>	<b>Position: 1st Mate.</b> Employed to Initiate a major refit from US to EU standard systems
Winter 1998	<b>S/Y “Valsheada” J-class</b>	<b>Position: 1st Mate.</b> Based in Granada. Cruised the Grenadines.
Summer 1996- Autumn 1998	<b>S/Y “Creole”</b> . Initially employed to as <b>Captain of “Avel”</b> , an 82 foot C&N gaff cutter. Autumn 1997 promoted to <b>2nd Mate of “Creole”</b> . 215 foot C&N schooner, responsible for running the deck.	
Summer 1995	<b>Sun Sail,</b>	<b>Position: Flotilla skipper in Greece,</b> Ran 12 boats, 32-39 feet, regularly dealing with difficult problems and people.
Spring 1993	<b>M/Y “Swede Ship Destiny”,</b>	<b>Position: deckhand,</b> Cruised the Caribbean before taking the vessel to Miami for a refit.
Summer 1992- Spring 1993	<b>S/Y “Aile Blanche”</b>	<b>Position deckhand / steward.</b> Cruised South of France and Caribbean.

Sports and Hobbies:

Diving (advanced open water), Flying, Water-skiing, Snow-skiing, Motorcycling

References

Mr Jump Up owner of M/Y That’s a Big Boat  
E-mail: [iwillmake@sureyouwillneverworkagain.com](mailto:iwillmake@sureyouwillneverworkagain.com)  
Tell: 0041 7890 678 901

Give at least two references.

It is very important that you have gained consent of the referee before giving out his contact details.