



# Name Surname

## Personal Details

Tel: +11 101 101 010  
Email: [name@gmail.com](mailto:name@gmail.com)  
Skype ID: namesurname  
Nationality: State of Avitar  
Languages: English, French  
Status: Married

*NB: do not use your home address - protect your privacy. Also consider what your email address says about you.*

## Education and Qualification

Focus on the qualifications necessary for the position you are applying for. With headlines for the other qualifications.

- Latest and Highest Certificate
- Ensure any COC or CEC stated
- Yachting Certificates
- Educational Certificates

## Skills / Expertise

- List skills relevant to yachting and the position you are applying for
- Focus on expertise that make you stand out from the rest

## References

Please use the latest reference first.

### **Full Name**

### **Position**

Yacht Name  
Tel: 010 101 010  
Email Address

### **Full Name**

### **Position**

Yacht Name  
Tel: 010 101 010  
Email Address

## Profile

Use this opportunity to **summarise** who you are, what you are looking for and why you are suitable for the position. Please don't apply for a job of Chef when your profile tells us you think you are a great deckhand.

Note: Always **spell check** you CV. This shows attention to detail that is an essential skill when working in this industry. Also consider the final **size** of the document. This will need to be sent to yachts that may not have the facility to download large files when at sea.

Your CV doesn't have to be 1 page but equally a 5 page brochure may be over the top. Also ensure that the telephone number you provide is contactable. You don't want to miss the opportunity because we couldn't reach you.

*NB: Do not use a passport photo. Allow the photo to demonstrate that you understand, the professional image, that is necessary in the yachting industry. Please no sunglasses.*

## Work Experience

**Latest position first** and expand on yachting experience. Summarise other experience but keep it in your CV (*any work experience is good experience*). If you have a **gap**, try to explain it either in your profile or work experience. If you left your last position to further your career or study, why not explain for clarity?

### **Yacht Name - Size M or SY - Month Year - Month Year**

Position - summary of responsibilities and experience

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## Hobbies and Interests

Please consider what you write here. Socialising and meeting people is not a hobby or an interest. Some kind of sport demonstrates a level of fitness. If you have nothing to write then take it out.