



certificates such as scuba diving/beauty therapy/massage/nursing qualifications. All documents need to be a reasonable size, nothing too 'heavy' – 200-500kb maximum preferred. **Be aware that we or a potential employer will need to view the original documents, you must take them with you when you join a vessel.** As an MLC compliant company we are required to check the authenticity of your qualifications. We will confirm with the training provider or agency the fact that they have issued your certificates or certificate of competence.

**PROFESSIONAL EXPERIENCE** - dates on **left**, month and year, in reverse chronological order with the most recent at the top.

Example:

**March 2014 - Feb 2016**                      **Hilton Hotel 5\*, UK**                      **Head Waitress**

Job description (**NO BULLETS, write in paragraph**)– describe the place you worked, then the job. For example, Hotel \*\*\*\*\* is a five star hotel in the heart of London. It has 200 rooms, and the restaurant seats 150. The restaurant held a Michelin star, etc. I was responsible for table settings, napkin folds, wine pairing, silver service/fine dining. Speciality coffees, cocktails, tray service/wine service. Housekeeping/room service, turndowns at night, etc.

OR

**March 2011 – May 2012**                      **MY F\*\*\*\*\*M 35m Benetti**                      **Deckhand (or stewardess)**

Private? Charter? 6 crew and up to 8 guests? part of a deck/interior team of how many? Live-aboard (nationality??)owner, back to back charter? Double season? etc. Cruising areas and responsibilities – tender driving? Watersports? Bridge/anchor watches? Laundry/cabins/service? Etc.

Positions you have held that aren't hospitality/boat orientated, will need less information, and the ones from hotels/restaurants/boats more detail. For example, if you have laundry/silver service/chambermaid experience. If you have worked in five star/Michelin star establishments, that is all great info to add, how many covers, wine service, napkin folding, setting table, etc etc. If you worked lunch and dinner service, or all day service. Fine dining, silver service, busy bistrot.

**Deckhand candidates**, any experience on the water, it's all good to add. Always add the size of the vessel, responsibilities onboard, tender driving, bridge watch, etc. crew/guest ratio, where cruised, private/charter, if applicable. Even if your experience is leisure based, it is useful.

**Engineers**, additional info on type of engine/generator/AC/IT/AV/EVAC systems etc.

**Hairdressing/Beauty Therapy/Massage/Nursing** – these are a plus and should be added to the CV, even if you are looking for a Stewardess position. Add information on the treatments you are trained in and the product lines also. For nurses, more info on what you are trained in – IV, sutures etc.

**Chefs**, please provide menu plans for approximately 7 days, b/fast/lunch and dinner, for guests. Three course lunch and four course dinner minimum. Use your strengths and show you can be flexible with your menu presentation. Variety is great to show, as long as you are confident with what you produce. You can list breakfast a la carte, and list hot/cold canapés, afternoon tea, etc.

A 7 day menu for crew is also good, 2-3 choices lunch and dinner (preferably a course with no meat/fish). Photos are also good to take to an interview, we will take copies on email. Make sure food styles are worked into your job descriptions

(A **paragraph** layout is generally better than bullet pointing, as that takes up a lot of space and doesn't always give the most information. Font size ten works well with spacing)

**DAYWORK** - if you have been lucky enough to get daywork, have separate sub-section for daywork at the **top** of your work history – it is the most recent and relevant

Eg

### **Professional History**

#### **March 2017– present – Daywork/Freelance Mediterranean**

MY \*\*\* 110m – two days detailing cabins/bridge

MY \*\*\*\*\* 55m – four days interior detailing/laundry, or full washdown/two part teak, etc. if you had guests on, more info is good.

**CONTACTS FOR REFERENCES** : please add name, email addresses, and phone numbers at the end of the CV. Also note if the person is on a different time zone. People lose phones/leave jobs but email rarely changes. Also send copies of written references clearly named.

| Name of person | Company/Yacht | Position ie Mate/Captain |
|----------------|---------------|--------------------------|
| Phone number   | Email address |                          |

|                     |                      |                |
|---------------------|----------------------|----------------|
| Ie: Melissa Gilbert | MY F*****m           | Ch. Stewardess |
| Ph: 44 1385 7862    | melissa@interior.com |                |

### **HOBBIES OR INTERESTS**

These should be set out simply ie

Skiing/surfing/knitting – do NOT put socialising as a hobby

If you are looking as a couple, I would expect the CVs to mirror each other. Same font/size/layout. Not one of you using metres the other using feet as measurements, for example, dates in different format – 6/11 instead of June 2011, etc et. It looks professional and looks like you have spent time on your CVs.

**Once you are registered via the website [www.recrewt.com](http://www.recrewt.com) , and have had confirmation from Recrewt, please **ONLY send new information on email**. Do **NOT** go via the website to send amended CVs or additional info. If you cannot fit all your information via the website, attach to an email and send. You will **NOT** have a log in number.**

## **ADDITIONAL RELEVANT INFORMATION – PLEASE READ BEFORE YOU COME IN TO THE OFFICE FOR INTERVIEW**

**DRESS CODE** – this is an interview, dress accordingly. Hair tied back, no nail polish, no flip flops, no bikinis, no piercings, no iPod, no hoodies, no skateboards etc. Boys should be clean shaven, hair short. This is a multi-million dollar industry that you are seeking a position in. Turn off your phone for all interviews, especially this one.

**DAYWORK:** If you have no yachting experience, you will need to find daywork and add this to your CV. In some instances you will be able to ask the boat for their contact information reference(they will not write a reference for daywork, it should NOT be expected), if you have done three days plus. Have your daywork clothes in your bag when you are walking the docks – but dress SMARTLY, you will find you have a more positive response. Girls, **DO NOT WEAR** polo tops/t shirts and shorts – you would not interview or work in a 5\* hotel in a polo and shorts, so don't do it here, we are beyond 5\*. Casual clothes are fine for dayworking, but too low key for dock-walking or interviewing. If you look as if you are ready for an interview, you are more likely to get one. If you get daywork, turn off your phone and put it away in your bag. You are there to work. References that you earn from your daywork can make or break you finding permanent position, take it seriously. Do not be late, work hard, show you are dynamic and self-motivated. As an industry, we will notice everything about you.

**CVs:** We have a certain layout/content for your yachting CV. If we have asked for changes to be made to your CV, please make those changes before you come in to introduce yourself. CV should be in **WORD** and in **ENGLISH**. If we have to send you the information 3 times, and you still haven't made the necessary changes, we will no longer continue your registration.

\*English is the first language of the yachting industry and unless spoken fluently, you are unlikely to find work. Additional fluent languages are always a plus.

\*The average entry age to yachting is early 20s to late 20s. There are exceptions for various positions, but be aware that for junior positions, a vessel will usually ask for someone junior in age.

\*If you have no relevant experience for the position you are seeking, you will find it very difficult to find work. Yachting is an aggressively competitive industry and we have high expectations.

\*If you are new to the industry, and you are part of a couple, do not expect to find work on the same boat for your first season. Many boats will not take couples, and you need to learn the ropes as an individual first although you may be lucky.

\*IF you have need of a **visa** to come to Europe while searching for a position Recrewt will not be able to assist you. Make sure you know what to do in case your visa expires and you need to renew it. Once you are employed onboard, your employer will assist you with any visa requirements you have.

\*IF you are arriving before May, we are in WINTER. The month of May can still be cold and wet. Bring with you waterproof jacket, warm sweaters and umbrellas!!!! You will freeze.

\*Bring with you suitable clothing for an interview. We are a formal industry, and board shorts and vests will not impress here – you are not on holiday, you are here to seek work in the yachting industry.

\*Always behave with decorum. You will be seen falling out of bars drunk, and you will be overheard swearing and cursing in the street. Do not do it. It will not get you a job here.

\*The summer/Mediterranean season is the better season to 'break into' the yachting industry, as there are more positions available to junior crew. End of summer there will be a smaller turnaround of crew, therefore fewer jobs. The crew who have just completed a Med season are likely to be considered for those jobs first, as they have some experience under the belt and a reference to show for it.

\*You also need to be in the Mediterranean at some point early in the season, as no one will be able to wait for a crew member to travel for interview, and certainly won't consider telephone interviews with a 'new face' to yachting. They like to meet face to face, and hopefully, take you with them to the boat. The season starts approximately in **March**, and the sooner you can be available and local, the better for you.