

# Jane Doe -Stewardess

**Age:**

**Date of birth:** 00/00/0000

**Nationality:**

**Phone number:** +44 etc.

**Email:** Make this a professional email address

**Current location:**

**Availability:**

**Visas:** e.g. B1B2 or Schengen include expiry date

**Driving License:**

**Smoker:** Yes/No

**Visible tattoos:** Yes/No - explain where if any

**Vaccination status:** Optional-but it will be asked

Colour photo

\*A clear head and shoulders shot.

\*Consider wearing a white polo shirt.

\*No hat or sunglasses.

\*Make sure your hair is neat and tidy. Tie it back if long.

## Profile or Objective

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Keep the profile brief (2-4 sentences). It should include what position you're looking for. Your skills/experience that fit with the industry, and your vision of where you would like to go/what your goals are. Avoid "I only want to work on a charter yacht" or "I am only looking to do this during my summers" etc. as this will certainly put off potential employers.

## Relevant Certificates and Qualifications

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Bullet point your qualifications, with the most important first. If you have a qualification as a PT trainer, chef, masseuse then list the qualification. No need to list qualifications gained at school –unless they are relevant to your position onboard. Use two columns to reduce space

- STCW
- RYA Power boat level II
- ENG 1
- Food Hygiene Level II

## Yachting experience

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**Position held:**

**Yacht name:** include size/private/charter

**Dates:**

List your yachting/work experience in chronological order, with the most recent job first. Provide a brief description of your role onboard, listing any key skills/achievements

**If you don't have any yachting experience, then skip to the 'work experience' section.**

## Work experience

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### Position held:

### Company:

### Dates:

Brief description of your role and how you made a difference. If you worked in a bar your potential employer will know what the job entails so no need to list your duties. Employers want to see that you can think outside the box, are hard-working with a good attitude. Give a simple outline of skills gained while in the role that are transferable and any examples where you went above your role. Keep every job description in this section to 4 – 5 lines.

## Hobbies and interests

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**Employers want to know what you are like, what interests you.** As part of a crew, you will spend a lot of time together therefore if you have common interests, it can help your application.

Explain what you've done with your hobbies, don't just list them. For example, if you enjoy windsurfing where have you done it? Have you competed? But keep it concise.

State whether you are into restoring cars or bikes to diving, water sports, fitness regimes etc. You should list this as most crew and some owners are very dynamic and like to keep themselves fit and healthy and take part in activities together. It's all about working with like-minded people

Keep this factual and only include sports or interests that you have a passion for.

## References

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Crew agents and Captains or Heads of Department **will** contact your referees for a character reference to find out more about you and to verify your capabilities, skills etc. and generally check if you are a 'good fit' for the position you are being considered for.

Don't use a member of your family as a character reference.

Make sure your referees are aware that somebody may call or email them.

**Company:** Cara Lees Yacht Crew Ltd

**Name:** Jane Doe

**Position held:** Manager

**Tel:** +44 01234....

**Email:** jane.doe@caraleesyachtcrew.....

You will need at least two referees. Try to provide at least one written reference. Two or more are ideal.