

ISSUE 24 | SEPTEMBER 2008

# the crew

[www.yotcru.com](http://www.yotcru.com) REPORT



# C.V. SURGERY

As part of a new regular feature Laurence Reymann of YPI Crew is looking at c.v.'s to explain how to present them better, and where jobseeking crew can go wrong in all aspects of the c.v. writing process. This month Laurence is reviewing the c.v. of someone with a long-term marine background who wants to reach the top of the career ladder.



At first glance, the c.v. feels a bit uneasy and contains redundant pieces of information, it needs tightening up. Let's start from the top:

## Objective 1

Quite a good effort, the candidate identified his selling points "tender driver, watchkeeper, dive instructor etc..." and put them to the front. It gives me an idea of what he can do and I want to read further, but what does he really want to do? It is not clear and from reading the whole c.v. I know that he worked as commercial captain in Australia and has some luxury yachting experience on a 49-metre vessel as mate. I expect that, to start off with and due to the lack of local knowledge, our candidate sees himself as fitting in as mate or bo'sun (we have the limitation of the Yachtmaster®) in which case he should say so. However, if he is looking for a captain's job he should say so too. What would not be wise, however, is to write "I am looking for a captain or mate position"; it should be one or the other. It is fine of course to have two c.v.'s with two different objectives. He should refrain from using symbols such as "&" in a text as it disrupts the flow.

## Qualifications 2

His yacht qualifications 2 are fine and presented well. However, his other qualifications 3 need work to improve presentation. What interests me here is the apprenticeship in carpentry and joinery, I would put this in bold as this is a useful skill in our industry.

## Other experience and achievements 4

This section is a real mishmash of information with no relevance to each other. Some information is also redundant, for instance, we

EMAIL: [redacted] PH: [redacted]  
 PASSPORT: 20707977 (Australian) B1/B2 VISA: Valid until 2013  
 D.O.B: 22/07/1970 SEAMAN'S BOOK: [redacted]  
 MARITAL STATUS: Single LANGUAGE: English  
 LOCATION: Brisbane, Australia AVAILABILITY: 3-4 days notice

**1 OBJECTIVE:** To use current skills as a Tender driver, Watchkeeper, Dive Instructor, Carpenter & a Fishing guide, while providing a professional service. I have experience, qualifications, references & the drive to succeed. I wish to continue my yachting career with a professional team, & to obtain further skills, including the OOW (Y).

**2 YACHT QUALIFICATIONS** \* Modules completed towards the MCA OOW / Chief Mate (Y)  
 2008 \* RYA/MCA Yachtmaster 'Ocean' (shore based) / Yachtmaster Offshore (Commercial Endorsement)  
 2008 \* Proficiency in Survival Craft & Rescue Boats  
 2008 \* Medical First Aid Onboard Ships  
 2006 \* GMDSS / STCW 95 (Basic Safety Training)  
 2005 'USL' Master Class 4 (Australian Captains licence for vessels up to 80m)  
 2003 Marine Engine Driver - Grade 3 (AEC)  
 1999 PADI Scuba Diving Instructor

**3 OTHER QUALIFICATIONS**  
 2002 Certificate IV in 'Assessment & Workplace Training' (Train the Trainer)  
 2000 Senior First Aid / CPR 'Instructor' (Defibrillator operator)  
 1997 College Diploma (Business & Justice Studies)  
 1996 Justice of the Peace / Security training  
 1991 Completion of Apprenticeship in 'Carpentry & Joinery' (4 years)

**4 OTHER EXPERIENCE AND ACHIEVEMENTS**  
 - 2500 days seamtime, "Drive Time", Command time as a Captain, Jet ski licence  
 - 1200+ days Watchkeeping as Master & Mate (Inshore, Coastal & Ocean passages)  
 - Mature, Responsible & Humble. I take pride in my work & have a good sense of humour  
 - Community Service Award - "Certificate of Appreciation" (Police Youth Club)  
 - Supervisory, Teaching & Computer skills. OOW (Y) Training Record Book (90% completed)  
 - Sober habits / Drug free / Non smoker. ENG 1 Medical, B1/B2 visa  
 - Fishing, Diving, Watersports & Tender driving experience

**5 SPORTS AND HOBBIES**  
 Surfing, bike riding, squash, snow skiing, 4WD

**6 MARITIME EXPERIENCE**

**7 M.V. 'ECLIPSE'** 23m CAPTAIN MAY 06 - Currently  
 OWNER: [redacted] EMAIL: [redacted] (Reference available)  
 DUTIES: I have worked for this owner previously (in May '08) in relation to re-employment as Captain. Duties Australia, this owner approached me (in May '08) in relation to re-employment as Captain. This is a 'relief' position, therefore I am available for a full-time position should it arise.

**M.V. 'SKYBIRD'** 20m CAPTAIN JAN - JUNE 2007 & MARCH - JULY 2008  
 FLEET MANAGER EMAIL: [redacted] (Reference available)  
 DUTIES: I have worked for this company previously (2007) as Captain of a charter fishing vessel. Upon my recent return to Australia I was offered re-employment as Captain. I worked on a part-time basis from March - July '08

**M.V. 'BIG ARON'** 47m DAY WORK APRIL / MAY 2008 (3.5 weeks of Day work)  
 CAPTAIN EMAIL: [redacted] DUTIES: Day work in Brisbane for 3.5 weeks. This position ended in the middle of May, as the yacht completed their refit & departed Australia.

**MARCH 2008:** Returned to Australia & completed 3 further courses towards the MCA OOW / Chief Mate (Y)

**8 M.V. 'UM HURAIR'** 49m FIRST MATE JULY 07 - FEB 08  
 CAPTAIN EMAIL: [redacted] DUTIES: Set up procedures & checklists after a re-build. Hands-on & clerical duties, Drive Time, Watchkeeping, Safety drills, Cruising the Persian Gulf & Indian Ocean. I left for personal reasons, & did 3 further courses for the OOW/Chief Mate (Y).

**M.V. 'ESPIRITU SANTO'** 31m DAYWORK JUNE 07 (2 weeks of Day work)  
 LOCATION: Brisbane Shiplifts (Refit work) DUTIES: 2 weeks of day work. Deck maintenance, varnishing

**M.V. 'CITY CAT'** 25m CAPTAIN AUG 03 - JAN 07 (3.5 Years)  
 SENIOR CAPTAIN EMAIL: [redacted] PH: [redacted] (Reference available)  
 DUTIES: Permanent position as Captain of 25m Ferries in Brisbane for 3.5 years.

**M.V. 'DISCOVER'** 11m CAPTAIN NOV 99 - FEB 07 (7+ Years)  
 MANAGERS EMAIL: [redacted] PH: [redacted] (Reference available)  
 LOCATION: Qld Scuba Diving Co. DUTIES: Casual position as Captain on a Scuba Diving charter vessel

**M.V. 'TROPIC SUNSEEKER'** 34m DECKHAND NOV 98 - OCT 99  
 SUPERVISOR EMAIL: [redacted] (Reference available)  
 LOCATION: Sunlover Cruises, Cairns. DUTIES: Divemaster, Tender driver, Maintenance, Hospitality duties

**REFERENCES**  
 [redacted] (formerly of [redacted] Miami)  
 Email: (Work) [redacted] PH: [redacted]  
 [redacted] - M/Y 'Lola D'  
 Email: [redacted]

already know the candidate has a B1/B2 visa, it is mentioned on top of the c.v! My advice is to delete this section altogether, it is trivia and only confuses me. Some of the interesting information ie, seamtime should of course be mentioned during an interview.

## Sports and hobbies 5

This should be included in the c.v. BUT not before maritime experience!

## Maritime experience 6

This gives the reader a slight feeling of confusion as many dates overlap. In a case like this the c.v. would benefit from having a little note explaining that "As I held various part-time/short-term jobs at any one time, some of the dates overlap." In particular with M.V. *Eclipse* 7: the duties are unclear, the whole text should be rewritten. What does one do on *Eclipse*? Stick to the facts; the comings and goings can be discussed face to face during a meeting. I see that the candidate left one of his jobs, on M.V. *Um Hurair* for "personal reasons" 8. This is non-information and does not mean anything: it is to be avoided.

The candidate also wrote a covering letter that duplicates most of the c.v. and therefore has no added value. I am just reading the same information twice and therefore wasting my time! Now that most candidates register with recruitment consultancies through online databases, the need for covering letters has decreased. A covering letter can be used to apply for specific jobs, to sell yourself and expresses interest in the job in question. It should convince the reader, with facts and examples, that you merit an interview.

Laurence works in the Antibes office of YPI Crew. To find out more about YPI Crew visit [www.ypicrew.com](http://www.ypicrew.com).