



JAMES DANIEL HOLMAN
RESCUE & SAFETY TRAINING

YACHT CREW · FREE TOOL

CV CHECKLIST

The 20-point check before you send your yacht CV to an agency or a captain. Print it, tick it, then send.



20 POINTS

PRINT · A4

FREE

jamesdanielholman.com

BEFORE YOU SEND

THE 20-POINT CHECKLIST

YOUR CV

- | | |
|--|--|
| ☐ Name and target job at the top | ☐ Location and availability |
| ☐ Phone with WhatsApp, working email | ☐ Nationality and visas |
| ☐ ENG1 expiry date | ☐ Professional photo, in the box |
| ☐ Profile of 3–4 lines | ☐ Certificates table complete |
| ☐ Experience: most recent first | ☐ Yacht length, type and dates |
| ☐ Duties with numbers | ☐ No unexplained gaps |
| ☐ Skills line matches the job | ☐ Two references, with permission |
| ☐ All grey [brackets] deleted | ☐ Spelling and dates checked twice |
| ☐ One page, two at most | ☐ Saved as PDF |
| ☐ File named
Firstname_Surname_Position_CV.pdf | ☐ Sent to yourself first, opened on a phone |

Print it. Read the printed copy out loud. You will find the mistakes a screen hides.

FROM THE TRAINING GROUND

Send it to yourself and open it on your phone. That is how most captains will see it first.

ABOUT THE AUTHOR

JAMES DANIEL HOLMAN

RESCUE TRAINER · STCW INSTRUCTOR · RYA SRC EXAMINER

I train yacht crew in Gibraltar and Spain. This book is built from the questions captains, crew and crew agents bring to my classroom.

**FORMER
FIREFIGHTER AND
EMT**

**RYA SRC (VHF)
EXAMINER**

**RYA POWERBOAT
LEVEL 2
INSTRUCTOR**

**LEAD STCW
INSTRUCTOR,
GIBRALTAR**

WHY THIS BOOK

New crew ask me the same things every month: what goes on the CV, which photo, which agencies. This checklist is the last check before you press send.

More crew tools

Superyacht CV Pack, Sea Time & MLC Pack, Safety at Sea Pack, Passage Planning Pack and Interior & Guest Service Pack, on Etsy. Free guides at jamesdanielholman.com/crew.html

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