



JAMES DANIEL HOLMAN
RESCUE & SAFETY TRAINING

YACHT CREW · FREE TOOL

JOB HUNT KIT

Checklists and trackers for finding your first or next yacht job: agencies, job boards, crew groups, dockwalking and day work.



3 CHECKLISTS

3 TRACKERS

PRINT · A4

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READY TO APPLY

Agencies and captains will not look twice until these are done. Tick every box first.

PAPERWORK

- ☐ STCW Basic Safety Training certificates (4)
- ☐ ENG1 or accepted equivalent medical
- ☐ Passport valid for at least 6 months
- ☐ Visas for where you will work (e.g. B1/B2 for the US)
- ☐ Copies of everything as one PDF on your phone

YOUR CV

- ☐ One page, PDF, photo at the top
- ☐ Name, role, location, availability
- ☐ WhatsApp number and email
- ☐ Certificates with expiry dates
- ☐ Two references with phone numbers
- ☐ File named
Firstname_Surname_Role_CV.pdf

FROM THE TRAINING GROUND

Agencies call people who answer. Keep your phone charged, on loud, and WhatsApp switched on while you are job hunting.

HOW TO

REGISTER WITH AN AGENCY



Agencies are free for crew. The yacht pays the fee. Register with three to five, not twenty.

01 PICK

Agencies that place your department and work in your area (Antibes, Palma, Fort Lauderdale).

02 REGISTER ONLINE

Upload your CV, photo, certificates and references.

03 COMPLETE EVERY FIELD

Incomplete profiles are not searched.

04 ASK FOR A CALL OR A MEETING

If you are in port, go in person, dressed as crew.

05 UPDATE WEEKLY

Your availability every week, even if nothing has changed.

06 ANSWER THE SAME DAY

Every call and message.

07 NEVER PAY

Never pay an agency to find you a job.

— AGENCY TRACKER

AGENCY	REGISTERED	CONTACT NAME	LAST UPDATE	NOTES

HOW TO

USE JOB BOARDS AND CREW GROUPS



JOB BOARDS

- ☐ Build a full profile: captains search them
- ☐ Set job alerts for your role and area
- ☐ Apply within hours, not days
- ☐ Write a short message for each job
- ☐ Log every application below



FACEBOOK CREW GROUPS

- ☐ Read the group rules before posting
- ☐ Post your availability once a week, not daily
- ☐ Use a short post: role, location, certificates, available from
- ☐ Check job posts against the yacht and the agency
- ☐ Never send passport or bank details to a stranger

APPLICATION LOG

DATE	JOB / YACHT	WHERE SEEN	SENT TO	FOLLOW UP

FROM THE TRAINING GROUND

A real job never asks you to pay for a visa, a medical or a "placement fee" up front. If it does, walk away and report the post to the group admin.

HOW TO

DOCKWALK AND GET DAY WORK



Day work is still the way most new crew get their first job. Go early, go often, be polite.



CARRY

- ☐ Printed CVs in a clear folder
- ☐ Cards with a QR code to your CV
- ☐ Pen and this sheet
- ☐ Water, sun cream, phone charged
- ☐ Clothes you can start work in



ETIQUETTE

- ☐ Start early, when crew are on deck
- ☐ Speak to crew, never to guests
- ☐ Do not step aboard unless invited
- ☐ Shoes off on the passerelle
- ☐ Ask, hand over a CV, say thank you, move on
- ☐ Respect marina security

WHEN AND WHERE

SEASON	WHERE CREW LOOK
March to May	Antibes, Monaco and Palma before the Mediterranean summer. Fort Lauderdale is busy in spring too
October to December	Antigua and St Maarten as the Caribbean season starts. Some Mediterranean jobs open again
Every day	Check which yachts are in port on MarineTraffic before you go

FROM THE TRAINING GROUND

Treat every day of day work as an interview. The mate who sees you work hard today is the one who calls you when a crew member leaves.

DOCKWALK AND DAYWORK LOG



Log every yacht you visit and every day you work. Day work goes on your CV. Ask for a reference each time.

— YACHTS VISITED

DATE	MARINA	YACHT	SPOKE TO	RESULT

— DAY WORK DONE

DATE	YACHT	WORK DONE	REFERENCE FROM	PHONE

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

Crew agents and new crew ask me the same things every month: where to look, who to call, how to get day work. This kit puts the answers and the trackers in one place.

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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