

How to Write a Maritime Job Application

The **advice and tips** on this page, even if intended especially for seamen's use, do in great parts apply also more generally when applying for a job. The reason for filling out an Application Form like this is, that then you will have all your data complete and easily available **at one place**.

Basic Information.

The example form includes all important details necessary for a seaman's job application. The example form is intended for every seaman so a deck officer/crew should delete "Engine Type" and "Horsepower/KW", while an engineer deletes for instance LOA (Length Over All). The advice and tips on this page, even if intended especially for seamen's use, do in great parts apply also more generally when applying for a job.

A general job application form is not suitable for seamen. There is no space to add/include STCW-95 required points in a way so that the recruiting agent can easily see them. For instance, my own fire fighting course STCW-95 designation is: "Section A-IV/3". Other courses/examinations have different codes. Neither is there any standard format for a ship job application. Almost every agent have their own.

Same documents can have different names in different parts of the world:

- C.V. = Curriculum Vitae, comes from Latin and basically means "Life History" is often used (in USA) instead of résumé (UK). Both are the same document, i.e. a list of your schools and work experiences (always the last first).
- CDC = Continuous Discharge Certificate, commonly called "*Seaman's Book*". This is a list of all ships you have worked on with data on each ship's size and trading area. The time period you served on each vessel is noted together with Master's, Agent's, or shipowner's signature.
- COC = Certificate of Competence, sometimes also called "ticket" (licence).

The Seamen's Book (CDC) is issued by the Maritime Authority (sometimes Coast Guard) in the country of your residence and where you have attended your Seafarer's Basic Course.

Also note: Regular school or academic examinations have different abbreviations in different countries. What is used in US is different from UK, and what's used in UK is definitely different from India. Only STCW-95 abbreviations are internationally recognized. If you for instance say you "have passed CODRAM with honours", nobody outside your own country will have the faintest idea what you are talking about.

Example Application Form Details.

I suggest you open a new Word document on your computer, then copy the [example form](#) to the new document (excluding the banners). That way you will be able to write in your data and also delete points not suitable to you. The example form is a combination of job application and résumé (C.V.) to ensure both stay together after downloaded into agent's or employer's computer.

To copy a text from one document to an other you put your mouse arrow at the very start of the text you want to copy. Then you make a "normal" click and **hold it down**. Now you drag the arrow / cursor towards the bottom of the screen until you come to the end of the text you want to copy. If the text extends below the screen move the cursor **slowly** back and forth over the screen boundary (just a few millimetres only). The text will scroll down, if it goes too fast move the cursor a millimetre or two upwards. All the time you hold the click down.

When you hold the click down and drag it over the text the area turns dark, it's "highlighted". Once you have covered all text you want to copy release your click and press "Ctrl" + "C" keys (both at the same time = copy). Now open the document where you want the text to appear and click on the place where you want the text to start. Press "Ctrl" + "V" (= paste) keys - again both at the same time. The text now appears in the document.

If there is more text to be copied from the same document give a normal click first so that the "highlighting" disappears before you take a new copy. Otherwise you will paste the same copy twice.

Note: Do not send this example application form when the agent have their own on-line application form.

Parts of the Application, for instance: "education", you will need several sub points, i.e.:

1. Course/School:
2. Course/School:
- etc.

Every examination/course should have its own point. You can, however, by "copy" and "paste" add as many points as you want. Same goes for "Seagoing experience" (i.e. each ship its own point), "Languages", etc.

When you save your CV documents on your computer, always use your name as part of the file name. For instance: Brown, James-CV.doc . When the employer searches in their data bank for your name all your documents will come up together.

When you send your C.V. (résumé) by e-mail be aware every e-mail system doesn't render e-mails and/or attachments the same way. The more complicated or fancy formatting you use the bigger the differences can be. To be sure the agent / employer receives the attachment and/or e-mail in the way you want it to look, use as **simple text formatting** as possible, preferably no formatting at all.

Diplomas/certificates you should scan as pictures (jpg format); check print size, so it doesn't get too small/big and 256 colours. Use a resolution of 150 dpi. Before you send as attachment, be sure your prospective employer/agent accepts attachments. All companies do not.

If you intend to send your C.V. by **email** you can write your e-mail address in the usual way. But if you intend to put your C.V. **on the net**, then be careful how you write your e-mail address. If you write it in normal HTML, (see: Don Pedro's [How to Hide my Email Address](#)), then you will start getting a lot of dirty email advertisements to your mail box.

Remember to give clearly necessary references to [STCW-95](#) points for each document you have and which is specified in the rules. It is very much possible, that the person examining your documents in the ship owner's/agent's office doesn't understand anything about the documents themselves. It is very possible the office person only have a list of those STCW requirements a person for a specific rank on a specific ship has to fulfill.

When you are employed on a ship, it's not because of the kind of person you are or because of the skills/experience you have. It's solely because of the documents you have.

When you use this example form, **delete banner at top, what's not applicable to you, and the banners at bottom**.

Using Agent's Application Form.

When ever the recruiting agent/employer have an on-line application form, you have to use that. Most big companies are using [computer screening](#) (see below) of the forms to faster find the kind of applicant they need at the moment. Of course it's faster with the computer to check thousands of forms instead of manually. If you in such a case send your own application form instead of the on-line form, yours goes straight to the waste basket.

There is no standard format for seamen CV's, almost every agent want it their way. Do not use your own when on-line form is available.

If/when you send your **own application form**, keep it well below 100 KB. The reason for this is that a virus message is often 100-200 KB or slightly more. I have myself even received a couple of viruses/worms in the form of job applications. See Don Pedro's [Computer Viruses and Worms](#).

When you fill in the **on-line form**, fill in only what is asked for. Don't add anything extra - if something isn't asked for, then it isn't relevant. Note however that many companies use the same forms for officers and crew. Of course, officers have a lot of work experience and many more courses to list, and they are all necessary. If you are applying for a job as AB or motorman and you have been on just two ships before, then you don't have very much to list in the form. But for those positions very little is also required. Be very careful you don't add something irrelevant because you think the form looks so "empty".

You must be especially careful not to include, for instance, computer training, when it's not required. Educated people are never employed for manual work, are they now? As AB you spend most of your time cleaning, chipping rust, or painting; as motorman your time is spent cleaning in the engine room - you are not expected to even look at the ship computer. Once you are an officer, it's a different story - then you are suddenly supposed to be computer literate and then you can include all that computer training you left out earlier.

Don't give the impression you are "over-educated" for the job you are applying for. If this causes an empty time gap in your "history", then you can give a rough time period and state, for instance: "Studied computers while waiting for job". That is OK - you have used some "dead" time purposefully but at same time you show you know it's not important for the job you are applying for now.

If your native language isn't English, don't write too much "to show how good it is". It will never be as good as the British employer's. Use on-line form as much as possible, write only what is applicable to the position you are applying for. The employer doesn't want your whole life story.

Study those on-line application forms you find on the Internet. These give a very good indication of what information the agents or employers want. Adapt your own application according to that, but use it only when there is no online form available.

How to Get Entry Level Job.

To get the very first entry level job is the most difficult thing you will ever do in your life - because by definition you have no experience. Workers in entry level positions are often called manpower and can in many cases be employed "from the street" (walk-in interview) - except for ship jobs. Many offshore roustabout positions, for instance, can be filled straight in the employer's "downtown office".

Very often it helps a lot if your "cousin's uncle's friend" is in a management position, start with using every such contact you can think of.

Because there are no standard application forms in the maritime sector, there's neither any single answer to "how to do?". Whether you apply for an entry level or professional position, **there's only one rule you must follow:**

Follow the instructions on the agent's / employer's website exactly. Nobody is ever going to employ a person who doesn't follow instructions.

Read the job description, the qualifications required, and how to apply. Don't just look at them, read them as if you were about to sit for an exam. Once you have memorized those points, check your CV / resume and change whatever needs to be changed before you send it.

For instance:

- If the agent - employer wants a hard copy of your CV, then you print out your application / CV and send it by regular mail. (Via the Post Office, you know!).
- If there's an online application form on the website, then that's what **you must use**.
- Only if it's very clearly stated on the agent's / employer's website e-mail applications are welcome, then may be you can send an attachment. If you do, use a plain text version without any fancy formatting. The majority of recruiting agents / employers accept a simple Word document - to be sure check that on the agent's / employer's website first before you send it.

Do not use Excel. Too often Excel documents contain viruses so you are at risk of having your application deleted straight away.

I have received through e-mail some applications with a lot of formatting. Sometimes my Windows XP cannot open the attachment. If the receiver of your application cannot open it, all your work with the beautiful application is completely wasted. For most agents and employers listed on my job links pages, I have included the requirements with the listings.

How to Really Apply for a Job.

Whatever you learned in school, never send an "open job application" over here and there. May be the last time your teacher applied for a job was 20-30 years ago - for his/her current job. If you use an "open application" it has to be written in such a general way it doesn't fit any specific job description at all and you are at a disadvantage from the very start.

If you use an "open application" it has to be written in such a general way it doesn't fit any specific job description at all and you are at a disadvantage from the very start. If you tailor your CV to suit the profile of the particular job that you are applying for, it can help to emphasize the match between the qualities that you possess and what the employer is looking for.

It's always better to apply to a specific job or position. Don't tell the prospective employer you are honest and hard working. Everybody is that, at least when applying for the job. Instead show the employer what in your experience makes you especially suitable for the position in question.

The employer doesn't want to know the whole story of your life, who the in-laws are, and what they have done. The employer has may be received over a hundred applications for the same position, and he has to decide within one hour whom to employ, because he has to attend to a meeting or

something else more important for him/her.

A personnel officer / recruiting manager spends on average only 10-15 seconds deciding whether to reject or short list a C.V. / application / resume. Sometimes less than 5% of applicants are called for an interview. You have therefore only about **10 seconds time** to catch your prospective new employers attention.

The only way to grab his/her attention is to point out - whenever applicable - "I already did this job before", but I'm underpaid so I'm looking for a new employer who can appreciate my capabilities and my experience. Do it, however, without complaining about your current employer.

To save money most employers look for people with skills that clearly match job requirements - those applicants doesn't need training. It's therefore useless to apply for a position when the job description doesn't fit your skills. On the contrary, when you have the skills, experience, and/or education / training asked for, it's very important to point out this fact very clearly to the employer.

When you apply only to vacancies you can match with your skills and experience you save yourself from experiencing unnecessary frustration. It also means that a successful C.V. / resume is slightly different for each employer - every single one you send has to be tailored (adapted) for each employer / agent specifically. Show that you are interested in the company rather than simply seeking a job anywhere. It's a hard work to apply for a job. But you want a job, don't you?

To increase your chance, be selective with applying - carefully match your capabilities, experiences and ambitions with the requirements. Before you sit down and start writing your C.V. / résumé, take a break with these mistakes you shouldn't make.

To apply for a specific job always try to use employer's or agent's online application form. Then there are less possibilities for you to go wrong. Study those on-line application forms you find on the Internet. These give a very good indication of what information the agents or employers want. Adapt your own application according to that, but use it only when there is no online form available.

Remember, nothing in life is for free - ever. To be successful with your application, make it look and feel the application is written especially for the person receiving it personally. Often you can see the personnel officer's name with the e-mail address in connection with job listings. **Use it and address yourself specifically to that person.**

Of course, it's a hard job to do that, but if the person receiving your application feels it's a personal application, may be he/she will feel good by the personal touch. In any case you will get merit for making a greater effort than other applicants.

One can sometimes see a website with an invitation to send an open "speculative" application. Be aware, this is very seldom intended for inexperienced applicants. In such cases the employer is very likely "fishing" for experienced professionals, who are exploring the current employment market.

For your privacy and protection, when applying for a job online: Never give your social security number to a prospective employer, provide credit card or bank account information, or perform any sort of monetary transaction. Especially if the agent asks for advance fee it's most probably a fake agent. If you are offered a very high salary, like 10.000 USD or more per month, remember you can win on the lotto too - but it's highly unlikely.

Before you call your résumé (CV) "complete" and send it, you can test it for free or you can use

[free resume test.](#)

What if I send 100 Applications ?

Many times one can see in forums and discussion boards suggestions to "send your application to 100 or 300 companies". The suggestion is based on the fact that the probability for one out of 300 companies is more likely to hire people than one out of ten. Statistically it's a valid statement and it would be the right way to go **if you were the only one to do so**. It falls on a "fallacy" of number of individuals simultaneously involved.

You are not the only one doing so. There are thousands of others doing the same thing. Further, with a bigger number of companies where you send your application also the probability of the number of the chosen companies not hiring increases. With e-mail it's so easy to send batches of 100 e-mails with one click only *and it costs nothing*. That's why everyone with an e-mail address gets so much spam and dirty advertisements in the e-mail all the time. When you employ the same technique as the spammers your application will be regarded as spam as well. And treated as such, i.e. it's deleted straight away.

It's not only one statistical theory at work here. Because spam exists you have also to consider the reactions of the receivers, they are humans - you know. The number of job applicants all over the world is bigger than the total number of recruiters so every recruiter is bound to receive up to 100 or more "spam applications" **every working day**. After a few months of this continuous bombardment you would start deleting other people's applications yourself too.

In other words it's absolutely useless to send out batches of un-targeted job applications. It's better to wait for suitable vacancies and even sending only one application per month *and make every application an effective one*. Read the message I received and copied down at the bottom of this page.

Why 5 year limit ?

It's customary to limit the list of work experience to the last 5 years. The reason is mostly that once you have been 5 years or more in a different job or in a completely different work environment, you are "out of touch".

Techniques, tools (including computer programs), rules and regulations, and even the work environment change. The employer doesn't want to spend money to retrain you before you can start work.

It means your experience with the job you are applying for must be current, which is why your list of work experience for the last 5 years is enough. If you have been on a different job some time, get current information about your old work environment and if necessary get retrained or take some refresher courses at your own expense. Then you have something you can put in your CV to show the employer you are current and up to date.

Before You Send Your Application.

Before you send your e-mail application do CHECK:

- Does the agent / employer have an online application form or not ? If there is - *don't send e-mail application*, use the online form.
- If e-mail application is accepted,

- Have you included the word "*Job Application*" in the subject line ?
 - Have you included *Position Title* of the vacant position in the Subject line ?
 - Is *your name* (family name, first name) in the subject line ?
- Is your *CV attached* to the e-mail ? Don't attach anything else in the first application e-mail.
 - Have you included a "*cover letter*" as e-mail message. Check once more there are *no spelling errors*.
 - *Have you included a copy of the application for your own e-mail box ?*

It is **good practice** to send a copy to yourself of every job application you send out. That way you can check you didn't forget anything in the application message. You can also see whether anything has got corrupted or is otherwise unreadable. The first time you do this check do it at an internet cafe with a different computer and check especially your attached CV can be correctly downloaded. Computers do make mistakes, you know.

If you use "CC:" the receiver will see you have sent a copy to yourself, which wouldn't hurt you at all. On the contrary, it would indicate you are a very systematic and careful person. If you use "BC:" the receiver won't see anything - you get a hidden copy for yourself.

Summary - What Goes Into the C.V ?

So, what exactly should be included in your C.V. / résumé ? Concentrate on what is relevant and required for the position you are applying for - always apply for a specific position only. If you don't know what is relevant, then you are not competent for the job either, isn't that so?

1. Personal details: Full name and all contact details (including telephone numbers and e-mail address), date and place of birth, when you are available, nearest airport and expiry dates for your seamen's medical and passport. Other details only if specifically requested.

For instance:

<p>Ship Job Application</p> <p>To:</p> <p>Address:</p> <p>.....</p> <p>From:</p> <p>.....(family name, first name)</p> <p>.....(email address)</p> <p>APPLICATION FOR</p> <p>(position)</p> <p>LAST / CURRENT</p> <p>EMPLOYMENT</p> <p>(position)</p>
--

This would be the start of the Application - CV, you continue with other personal details, for instance as in the [example form](#)

2. Your skills: A summary of your education, training, skills, and work experience. This point must be **specific and adapted to each employer** specifically. Keep education / training separate from work experience, include certificates in education or as a separate point.

Seamen must include list of STCW documents, including expiry dates and STCW code / designation for each document. Both for education and *relevant* work experience always reverse chronological order, i.e. last / current one first and the oldest details last. Only if your religion imposes special dietary restrictions, then you need to include it.

If you have graduated from High School there's no need to list your elementary school. If you have Captain's exam, likewise no need to include seamen's basic training or Chief Officer's exam.

3. **References:** Include references *only if they are requested*. If not requested just add a short comment "References will be supplied on request" or something similar.

There is an article with a discussion on [whether one should be honest in one's CV](#). It is written from an US legal point of view. Get additional CV writing and [job hunting tips](#).

Effects of Computer Screening.

All big recruiting agents and employers use computer screening of applicants' documents in their data bank. Imagine something like a "Mini-Google". Because of this you have to adapt (customize) your CV (résumé) according to each job to be sure your documents can be found when searched for.

First it's possible a secretary will download the job applications into the data bank. The result is the person who will decide whom to employ hasn't seen neither your e-mail nor your application before. Don't think it will be printed in the employer's office, that's very unlikely.

If you don't use the right words in your job application, the employer cannot find your application in the company's data bank. When the personnel officer searches for applicants for a certain job in the data bank, he/she will use same words as in the job description. In other words, if the job requires experience as "crane operator" and you write you have three years experience as "crane driver" your document may be won't come up at all. The computer doesn't "know" both expressions mean the same.

You must therefore adapt ("tailor it") according to what terms the employer or the agent is using in the job description. Because your documents will be read on the computer screen, those words should appear at the first screen the personnel officer sees when opening your document. As that person probably only scans the document **you write those words in bold**. Then just may be, the personnel officer will continue reading the rest of your CV / Application.

Do not insert your photo in your application or CV (résumé) if it's not specifically asked for. If you think it's good to include the photo, considering the kind of job you are applying for - may be a purser or a waiter on a luxury cruise liner - then attach it separately to the bunch of documents you are sending. When you save the photo on your computer use your own name as file name, for instance: Brown, James - photo.jpg . Always send pictures or [photos as .jpg](#) .

Of course you also use your name in the same way in the e-mail subject line, for instance: Brown, James - Job application, Crane Operator. All your documents should come up by your family name and clearly by file name show what each document is about. If you use your given name first, for instance "Peter", may be somebody with the same first name applies to the same agent or employer and your application is overwritten and completely lost.

Avoid any fancy formatting of your CV. Many big companies today use some kind of Content Management System to achieve a constant layout and "look" of all their internal documents. When

your application is downloaded in the company's data bank and incorporated with the Content Management System may be all your formatting is lost. Try to copy your CV and paste it into Notepad. Is it still readable and easily understood?

Do you have problems pasting your CV into web forms? If you have experienced such problems - delete your formatting. When you have corrected all spelling errors and you think your document is ready to be sent off **print it out for yourself**. Read the print out and correct those "new" spelling errors you find. A print out is easier to read than the computer screen and the computer recognizes only spelling errors that turn a word into a non-existing one.

An on-line application form is sometimes also called "**electronic C.V.**", as it is submitted electronically in plain text format. Electronic C.V. is usually scanned electronically and the on-line form is already adjusted and adapted to that company's content management system. This simple text format C.V. - resume you should prepare by using Notepad, as such a document can easily be copied and pasted into the online form.

Computer Selection

In February 2010 I noticed on a recruiter's webpage some further developments in computer screening of applicants' resumes and other documents. I show what's going on below:

Realizing that sifting through hundreds of C.V.s every day would be an inefficient way of making a selection, we have developed a unique database specifically geared to matching crew with specific job description criteria.

This means that may be first time a human reads your CV is after the computer program has selected your CV for closer attention. It also means an even greater importance upon the words you include as well as makes it completely unnecessary to put in a lot of "empty" text, trying to impress the receiver. You cannot impress a computer!

Cover letter.

When you send a ship job application you should keep your cover letter very brief (maximum one print page). If you attach your CV as attachment to your e-mail, then even shorter - max. 2 short paragraphs. In the e-mail Subject line you write: Your name (family name first) - Application for (position).

When writing your e-mail message / cover letter, you can start with a short explanation why you are suitable for the job. This is, however, not needed when applying for an entry level job. Address the items listed in the job advertisement / description (specification) - in other words apply only to specific open / available vacancies.

Follow the application instructions on the agent's / employer's website exactly. When you are asked, for instance, to send your CV as a MS Word document, don't try to be "clever" and send it as Excel. You do that and your application is deleted without ever been read. Nobody is ever going to employ a person who doesn't follow instructions.

Often you can see in a vacancy list the name of the person who is going to handle your application. When this is the case - address yourself directly to this person. If it's a female personnel officer you can address her, for instance: Ms Carrie Windsworth or whatever her name is. Especially in North Western Europe and North America the accepted form is "Ms". It's a modern equivalent to the male "Mr". Avoid using Dear Sir/Madam - this is out-dated.

When you **attach your C.V.** to your e-mail, don't leave the email itself empty. It's so easy to delete an empty message without noticing the attachment.

When the recruiting agent have an on-line application form no cover message is needed or expected. Either your documents are up to STCW-95 requirements or they are not.

When you apply for a crew job you can mention how many years experience you have onboard total and what kind of ships you have been on (tankers, container ships etc.). In addition you should mention when your passport and your medical expires. These two dates are important.

If you have "oil tanker endorsement" and like tankers, mention this, in one sentence only. If you are applying for a third or second mate's position you can mention you are computer literate (only if you really are), but that's enough in the cover message.

Keep the cover letter/message as short as possible, let the application form speak for itself. Always remember the recruiting agents are very busy people.

One important point you should not leave out. That's when you are available and can leave for the ship. Do not state "Now" or "ASAP", there's always something that must be done at the very last moment - you are not sitting at the airport waiting for your ticket, are you now?

May be your wife or your mother wants to iron your best shirts first, or may be while you were on the Internet she put your favourite jeans in the washing machine. It's much better to say straight away: on 24 hrs or 48 hours notice. That shows you are a very well organized person. Include the name of your nearest airport. This is suitable as the last sentence. Overall the letter or message should, of course, be polite and accurate.

If you are applying for a **shore based** job, note that you have to change your approach completely. The conventions in different business sectors and countries/cultures means people in different cultures do expect completely different style applications.

For instance, if you use a style common in India or Philippines when you apply to a British or American employer it's probable your application won't succeed. The result will probably be the same even if you use British style/conventions in an application to an American employer, although the differences are not so great.

If you are an Indian national - recently graduated - do not use the word "fresher", that's a specific Indian-English expression neither used nor understood anywhere else. Instead say straight away you graduated this May or June or whenever it was.

Always use the style expected by your prospective employer. When you are not completely sure of the style you should use, please keep your cover letter as short as possible. With a short text there are fewer possibilities for you to go wrong.

You cannot just translate an application you have in your own language. Changing language is not enough, **you must change style also**. Get [CV examples](#) for specific countries.

Get [advice on cover letter writing](#). Just remember: applying for a land based job and applying for a seaman's job require completely different approaches.

When applying for a land based job with a British employer get [Alec's free advice on CV writing](#), resume writing, job search and interview questions. If you are applying with an American employer,

then you should naturally choose an American [résumé writing service](#). Always keep your C.V. as short as possible, the employer doesn't want to know everything about you. **Stay with what is relevant to the job you are applying for.**

Try to include (honest) answers to these questions:

- Why are you interested in [this vacancy](#)?
- What are you looking for in your next job?
- Why are you looking for a new job?

Always keep your C.V. as short as possible, the employer doesn't want to know everything about you. **Stay with what is relevant to the job you are applying for.** Get more advice from the [job interviewer's viewpoint](#)

The recruiting agents job is not to distribute available jobs to deserving people. His/her job is to find a competent and reliable employee to fill a specific position on the behalf of the employer.

In June 2009 I received a message from a "former" jobseeker:

"I am happy to tell you I have now secured employment [two and a half month after reading your advice how to apply]. Exactly 16 months after graduating from The Underwater Centre, Scotland [UK] [and hundreds of CV?s sent to prospective employers].

Following your advice as stated [on your pages], I believe after implementing the changes you suggest [to my CV], this proved successful, whilst also giving me hope to carry on plugging the CV?s as you suggest.

With your honest statements portrayed on website (unlike other websites, "how once qualified, it is easy to obtain employment in the oil and gas industry, as ROV pilots are in demand";...), these gave me encouragement to hang in there and keep hoping that someone would want to employ a trainee ROV Pilot."

This is proof you must read this page sentence by sentence, word by word; memorize the important points; and apply these to both your CV and the way how you apply for a job.

Points to Remember - Land Based Job

- Keep education and work experience separate.
 - Keep shore work experience separate from ship board (sea experience).
 - List possible earlier shore work experience first and in detail.
 - Keep sea based work experience short, for instance only periods in each rank, types of ships and trading areas, as well as listing employers.
 - List all education and work experience with start from present and backwards (reverse chronological order). Last 5 years are usually enough.
 - Give STCW and other training certificates with details in your education section.
 - Don't ask for too high salary, but not too low either.
 - Give a reason why you want come ashore for work.
 - Don't send copies of your certificates before you are asked to do so.
 - If you are onboard, arrange with a friend to continuously monitor your email. The prospective employer won't wait long for an answer from you.
 - If the position requires relocation, discuss with your whole family first before applying.
-

© by Captain Peter Forsberg.

You are allowed to print out the text for your personal needs. You are also allowed to copy and distribute the printout for educational purposes when free of charge, as long as you give the source:
www.donpedroshipping.co.uk/instructions.html.

Get [Ship Job Application Form](#)

Last up-dated:
March 09, 2009

since Jan 20, 2004
according to
www.digits.com/