

Resume Guide

Your resume is often the first impression a hiring manager has of you. In the marine industry, managers are busy and hiring moves quickly. A strong resume helps employers quickly understand your experience, certifications, technical skills, and potential fit for their team



Tips

1 Keep it Simple

- Easy to read font
- 10 - 12 pt font size
- Avoid fancy graphics, multiple colors, long paragraphs

3 Focus on Relevant Experience

Hiring managers want to see:

- Marine industry experience
- Diagnostic experience
- Leadership experience
- Customer service experience
- Certifications
- Reliability and longevity

5 Bullet Points not Paragraphs

Example:

- Diagnosed Mercury/Yamaha Outboards
- Electrical troubleshooting and rigging
- Managed daily service scheduling for 12 technicians

7 Include Certifications

- Yamaha Certified
- ABYC Systems Certification
- NMEA Basic Installer

2 Length: 1 - 2 Pages

Most hiring managers scan a resume for 6-8 seconds before deciding to pass or continue with an applicant. Anything more than 1-2 pages may not be read.

4 Transferable Skills Matter

Even if your experience is outside the marine industry, transferable skills still matter.

- Auto mechanical diagnostics
- HVAC/plumbing experience
- Diesel mechanic experience
- Team leadership

6 Add Measurable Details

Example:

- Managed 8 technicians
- Completed 300+ service work orders annually
- Maintained 95% customer satisfaction rating

8 Proofreading

- Check spelling
- Check dates
- Make sure phone number and email are correct
- Use a professional email address. `likestparty@email.com` isn't the best choice
- Use PDF format when possible

JOHN SMITH

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Entry-level Marine Technician graduating from Chapman School of Seamanship with hands-on training in marine systems, preventative maintenance, electrical troubleshooting, and vessel operations. Strong mechanical aptitude with previous experience in customer service and outdoor labor environments. Passionate about the boating industry and eager to build a long-term career with a marine service team.

AREA OF EXPERTISE

Basic Marine Electrical
Vessel Rigging

Mechanical Troubleshooting
Outboard Maintenance & Service

Shop Organization and Safety
Diesel Mechanics

PROFESSIONAL EXPERIENCE

ABC Marine Service - Technician

Jan 2025 - Present

- Diagnosed and repaired outboard and inboard systems
- Performed electrical troubleshooting and rigging work
- Assisted customers with technical service questions
- Maintained accurate repair documentation
- Worked closely with service team during peak boating season

On the Water Marina - Dockhand

Feb 2023 - Jan 2025

- Assisted boaters with docking and fueling operations
- Maintained cleanliness and organization around marina facilities
- Supported marina staff with general operations and customer service
- Developed familiarity with basic vessel systems and marina safety procedures

EDUCATION

Chapman's School of Seamanship

Jan 2026 - May 2026

Yamaha Certification Training

- Outboard engine diagnostics
- Routine Maintenance

Nashville Community College

May 2021 - May 2023

Associates Degree - Communication

CERTIFICATIONS

- NMEA Basic Installer
- ABYC Systems
- Yamaha Outboard
- Yanmar Diesel