Complete this CV with your details and you will have an up to date and easy-to-read resume.

Are you registered with 12hoist4u? Click on the below link and upload your new CV on our website: [http://www.12hoist4u.com/sign up](http://www.12hoist4u.com/sign%20up)

**Personal and contact details**

Add your photo (no mugshots)

Surname:

First name:

Address details:

Phone number:

Cell phone number:

Date of birth:

Place of birth:   
Nationality:   
Preferred place of work:

**Introduction**

The introduction is your chance to be noticed. Highlight ‘special’ projects or ‘special’ crane experience. Try and link it to past experiences and jobs. Should not be longer than 5-7 sentences.

**Education, training and qualifications**

Include all your qualifications, even the MEWP course you did 5 years ago and forgot about. Also, include details of languages you speak and the fluency level. Present it in reverse chronological order, mentioning your last training at first. Do you have an extraordinary professional skill? List it here as well

Example:

2014: CPCS Lifting Supervisor

2010: Training Scheuerle SPMT

2000: Slinger/banksman Nogepa 1.9a

1999: High School

**Safety Courses**

List all safety trainings or company/location specific trainings you’ve completed and are valid when writing/sending your resume.

Example:

2014: Deltalinqs safety introduction

2012: MIST Training

2004: BOSIET incl HUET, EBS and OLF

**Work Experience**

Present your work history in reverse chronological order. Start with your current employer/work experience first and work backwards. Use short concise sentences highlighting your main achievements/responsibilities in each position. Provide more detail about your current and recent jobs and less of jobs in the past.

Example:

2014 – present

**Position**  
*Name of employer*

* Summarize tasks, projects and responsibilities
* B

2010 – 2014   
**Position**

*Name of employer (or self-employed if applicable)*

* Summarize your tasks and responsibilities
* Mention special projects, heaviest lifts or lifts performed under difficult conditions
* A
* B

**Additional information**

Use this part for additional relevant information such as a list of equipment or cranes (incl brand, type, configuration and lifting capacity) you have operated or a summarized overview of projects you worked on.

**Hobbies and Interests**

Only list hobbies that you feel fit with the job offered i.e. if the job is on a heavy lift vessel, don’t mention the fact that you can’t live without a round of golf. Any hobby that demonstrates motivation and commitment is worth mentioning.

**References**

Although it is not a mandatory item, mention at least they are available or mention referees with name, company, position and contact details if available. Don’t forget to inform the referee itself.