

Letter

Company Recruitment team

June 30, 2021

Company, Inc.
Somestreet 123
Somecity

Dear Sir or Madam,

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis ullamcorper neque sit amet lectus facilisis sed luctus nisl iaculis. Vivamus at neque arcu, sed tempor quam. Curabitur pharetra tincidunt tincidunt. Morbi volutpat feugiat mauris, quis tempor neque vehicula volutpat. Duis tristique justo vel massa fermentum accumsan. Mauris ante elit, feugiat vestibulum tempor eget, eleifend ac ipsum. Donec scelerisque lobortis ipsum eu vestibulum. Pellentesque vel massa at felis accumsan rhoncus.

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Albert Einstein discovered that $e = mc^2$ in 1905.

$$e = \lim_{n \rightarrow \infty} \left(1 + \frac{1}{n}\right)^n$$

Yours faithfully,

John Doe

Attached: curriculum vitae

John Doe

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additional information



John Doe

Résumé title

Some quote

Education

year–year **Degree, Institution, City, Grade.**
Description

year–year **Degree, Institution, City, Grade.**
Description

Master thesis

title *Title*

supervisors Supervisors

description Short thesis abstract

Experience

Vocational

year–year **Job title, Employer, City.**
General description no longer than 1–2 lines.
Detailed achievements:

- Achievement 1
- Achievement 2 (with sub-achievements)
 - Sub-achievement (a);
 - Sub-achievement (b), with sub-sub-achievements (don't do this!);
 - Sub-sub-achievement i;
 - Sub-sub-achievement ii;
 - Sub-sub-achievement iii;
 - Sub-achievement (c);
- Achievement 3
- Achievement 4

year–year **Job title, Employer, City.**
Description line 1
Description line 2

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additional information

Miscellaneous

year–year **Job title**, *Employer*, City.
Description

Languages

Language 1	Skill level	<i>Comment</i>
Language 2	Skill level	<i>Comment</i>
Language 3	Skill level	<i>Comment</i>
Language 4	Skill level	<i>Comment</i>

Computer skills

category 1	XXX, YYY, ZZZ	category 4	XXX, YYY, ZZZ
category 2	XXX, YYY, ZZZ	category 5	XXX, YYY, ZZZ
category 3	XXX, YYY, ZZZ	category 6	XXX, YYY, ZZZ

Skill matrix

Skill matrix Alternatively, provide a skill matrix to show off your skills

■ ■ ■ ■ ■	basic knowledge	■ ■ ■ ■ ■	extensive project experience
■ ■ ■ ■ ■	intermediate knowledge with some project experience	■ ■ ■ ■ ■	deepened expert knowledge
		■ ■ ■ ■ ■	expert / specialist

	Level	Skill	Years	Comment
Language:	■ ■ ■ ■ ■	Python	2	<i>I'm so experienced in Python and have realised a million projects. At least.</i>
	■ ■ ■ ■ ■	Lilypond	14	<i>So much sheet music! Man, I'm the best!</i>
	■ ■ ■ ■ ■	ℒ _A T _E X	14	<i>Clearly I rock at ℒ_AT_EX</i>
OS:	■ ■ ■ ■ ■	Linux	2	<i>I only use Archlinux btw</i>
Methods	■ ■ ■ ■ ■	SCRUM	8	<i>SCRUM master for 5 years</i>

Interests

- hobby 1 Description
- hobby 2 Description
- hobby 3 Description

Extra 1

- Item 1
- Item 2
- Item 3. This item is particularly long and therefore normally spans over several lines. Did you notice the indentation when the line wraps?

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additional information

Extra 2

- Item 1
- Item 2
- Item 3

- Item 4
- Item 5A. 2. John Doe, 2021
- Item 6. Like item 3 in the single column list before, this item is particularly long to wrap over several lines.

References

Category 1

- Person 1
- Person 2
- Person 3

Category 2

Amongst others:
● Person 1, and
● Person 2
(more upon request)

All the rest & some more

That person, and **those** also (all available upon request).

Publications

DOE, John, 2021a. *Title*.

DOE, John, 2021b. *Title*.

JOHN DOE, Author 1, 2021. *Title*. First. Publisher.

JOHN DOE, Author 2, 2021. *Title*. First. Publisher.

JOHN DOE, Author 3, 2021. *Title*.

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