

**HR Department**  
Corporation  
123 Pleasant Lane  
12345 City, State

August 17, 2018

Dear Sir or Madam,

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Sincerely yours,

**John Smith**

*Attached: curriculum vitae*

**John Smith**  
123 Broadway – City, State 12345  
☎ (000) 111 1111 • ☎ (000) 111 1112 • ☎ (000) 111 1113  
✉ john@smith.com • 📧 staff.org.edu/~jsmith • additional information 1/4

# John Smith

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## Curriculum Vitae

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### Education

- 2011–2012 **Masters of Commerce**, *The University of California*, Berkeley, GPA – 8.0.  
First Class Honours
- 2007–2010 **Bachelor of Business Studies**, *The University of California*, Berkeley, GPA – 7.5.  
Specialized in Commerce

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### Masters Thesis

- Title *Money Is The Root Of All Evil – Or Is It?*
- Supervisors Professor James Smith & Associate Professor Jane Smith
- Description This thesis explored the idea that money has been the cause of untold anguish and suffering in the world. I found that it has, in fact, not.

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### Experience

#### Vocational

- 2012–Present **1<sup>st</sup> Year Analyst**, LEHMAN BROTHERS, Los Angeles.  
Developed spreadsheets for risk analysis on exotic derivatives on a wide array of commodities (ags, oils, precious and base metals), managed blotter and secondary trades on structured notes, liaised with Middle Office, Sales and Structuring for bookkeeping.
- Detailed achievements:
- Learned how to make amazing coffee
  - Finally determined the reason for PC LOAD LETTER:
    - Paper jam
    - Software issues:
      - Word not sending the correct data to printer
      - Windows trying to print in letter format
    - Coffee spilled inside printer
  - Broke the office record for number of kitten pictures in cubicle
- 2011–2012 **Summer Intern**, LEHMAN BROTHERS, Los Angeles.  
Rated "truly distinctive" for Analytical Skills and Teamwork.

#### Miscellaneous

- 2010–2011 Spent some time finding myself. This was a courageous endeavour that didn't have a job title. It was quite important to my overall development though so I'm adding it to my CV. Also it explains the gap in my otherwise stellar CV.
- 2009–2010 **Computer Repair Specialist**, *Buy More*, Burbank.  
Worked in the Nerd Herd and helped to solve computer problems. Allowed me to become expert in all forms of martial arts and weaponry.

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## Awards

- 2011 School of Business Postgraduate Scholarship
- 2010 Top Achiever Award – Commerce

## Computer skills

- Basic JAVA, Adobe Illustrator
- Intermediate PYTHON, HTML, L<sup>A</sup>T<sub>E</sub>X, OpenOffice, Linux, Microsoft Windows
- Advanced Computer Hardware and Support

## Communication Skills

- 2010 Oral Presentation at the California Business Conference
- 2009 Poster at the Annual Business Conference in Oregon

## Languages

- English **Mothertongue**
- Spanish **Intermediate**
- Dutch **Basic**

*Conversationally fluent*  
*Basic words and phrases only*

## Interests

- Piano
- Chess
- Cooking
- Dancing
- Running

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