

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

October 4, 2016

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



# John Smith

## Curriculum Vitae

*"A witty and playful quotation" - John Smith*

### 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

### 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.

### 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

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2010–2011 **Summer Intern**, LEHMAN BROTHERS, Los Angeles.  
Rated "truly distinctive" for Analytical Skills and Teamwork.

#### Miscellaneous

2008–2009 **Computer Repair Specialist**, *Buy More*, Burbank.  
Worked in the Nerd Herd and helped to solve computer problems by asking customers to turn their computers off and on again.

#### 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**

*Con conversationally fluent*  
*Basic words and phrases only*

#### Interests

- Piano  
- Cooking  
- Running  
- Chess  
- Dancing

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