

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

August 20, 2017

Dear Sir or Madam,

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut purus elit, vestibulum ut, placerat ac, adipiscing vitae, felis. Curabitur dictum gravida mauris. Nam arcu libero, nonummy eget, consectetur id, vulputate a, magna. Donec vehicula augue eu neque. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Mauris ut leo. Cras viverra metus rhoncus sem. Nulla et lectus vestibulum urna fringilla ultrices. Phasellus eu tellus sit amet tortor gravida placerat. Integer sapien est, iaculis in, pretium quis, viverra ac, nunc. Praesent eget sem vel leo ultrices bibendum. Aenean faucibus. Morbi dolor nulla, malesuada eu, pulvinar at, mollis ac, nulla. Curabitur auctor semper nulla. Donec varius orci eget risus. Duis nibh mi, congue eu, accumsan eleifend, sagittis quis, diam. Duis eget orci sit amet orci dignissim rutrum.

Nam dui ligula, fringilla a, euismod sodales, sollicitudin vel, wisi. Morbi auctor lorem non justo. Nam lacus libero, pretium at, lobortis vitae, ultricies et, tellus. Donec aliquet, tortor sed accumsan bibendum, erat ligula aliquet magna, vitae ornare odio metus a mi. Morbi ac orci et nisl hendrerit mollis. Suspendisse ut massa. Cras nec ante. Pellentesque a nulla. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Aliquam tincidunt urna. Nulla ullamcorper vestibulum turpis. Pellentesque cursus luctus mauris.

Quisque ullamcorper placerat ipsum. Cras nibh. Morbi vel justo vitae lacus tincidunt ultrices. Lorem ipsum dolor sit amet, consectetur adipiscing elit. In hac habitasse platea dictumst. Integer tempus convallis augue. Etiam facilisis. Nunc elementum fermentum wisi. Aenean placerat. Ut imperdiet, enim sed gravida sollicitudin, felis odio placerat quam, ac pulvinar elit purus eget enim. Nunc vitae tortor. Proin tempus nibh sit amet nisl. Vivamus quis tortor vitae risus porta vehicula.

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 1/3



# 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

123 Broadway – City, State 12345

☎ (000) 111 1111 • ☎ (000) 111 1112 • ☎ (000) 111 1113  
✉ john@smith.com • 📧 staff.org.edu/~jsmith • additional information 2/3

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.

#### 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	<b>Mothertongue</b>	
Spanish	<b>Intermediate</b>	<i>Conversationally fluent</i>
Dutch	<b>Basic</b>	<i>Basic words and phrases only</i>

#### Interests

- Piano	- Chess
- Cooking	- Dancing
- Running	

123 Broadway – City, State 12345

☎ (000) 111 1111 • ☎ (000) 111 1112 • ☎ (000) 111 1113  
✉ john@smith.com • 📧 staff.org.edu/~jsmith • additional information