

**John Smith**  
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additional information

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

April 29, 2017

Dear Sir or Madam,

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Sincerely yours,

**John Smith**

*Attached: curriculum vitae*

# John Smith

## Curriculum Vitae

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*"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
- 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,  $\text{\LaTeX}$ , 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>Con conversationally fluent</i>  |
| Dutch   | <b>Basic</b>        | <i>Basic words and phrases only</i> |

## Interests

- |           |           |
|-----------|-----------|
| - Piano   | - Chess   |
| - Cooking | - Dancing |
| - Running |           |