

HR Department
Corporation
123 Pleasant Lane
12345 City, State

June 8, 2025

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 **1st 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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additional information

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^AT_EX, 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	<i>Conversationally fluent</i>
Dutch	Basic	<i>Basic words and phrases only</i>

Interests

- Piano	- Chess
- Cooking	- Dancing
- Running	