

John Smith
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✉ john@smith.com

June 27, 2017

HR Department
Corporation
123 Pleasant Lane
12345 City, State

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.

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Sincerely yours,

John Smith

Attached: curriculum vitae

John Smith

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

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

Interests

- Piano
- Chess
- Cooking
- Dancing
- Running