

**John Smith**  
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🌐 staff.org.edu/~jsmith  
additional information

October 29, 2016

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

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, 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