

Jonh Smith
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additional information

April 9, 2020

HR Department
Corporation
123 Pleasant Lane
12345 City, State

Dear Sir or Madam,

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Sincerely yours,

Jonh Smith

Attached: curriculum vitae

Jonh 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 **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, \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 **Mothertongue**
Spanish **Intermediate** *Con conversationally fluent*
Dutch **Basic** *Basic words and phrases only*

Interests

- Piano
- Chess
- Cooking
- Dancing
- Running