



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

123 Broadway – City, State 12345

☎ (000) 111 1111 • ☎ (000) 111 1112 • ☎ (000) 111 1113
✉ john@smith.com • 🌐 staff.org.edu/~jsmith • additional information

2010–2011 **Summer Intern**, LEHMAN BROTHERS, Los Angeles.
Rated "truly distinctive" for Analytical Skills and Teamwork.

Miscellaneous

2008–2009 **Computer Repair Specialist**, *Buy More*, Burbank.
Worked in the Nerd Herd and helped to solve computer problems by asking customers to turn their computers off and on again.

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	

123 Broadway – City, State 12345

☎ (000) 111 1111 • ☎ (000) 111 1112 • ☎ (000) 111 1113
✉ john@smith.com • 📧 staff.org.edu/~jsmith • additional information

HR Departmnet
Corporation
123 Pleasant Lane
12345 City, State

November 6, 2013

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.

Nam dui ligula, fringilla a, euismod sodales, sollicitudin vel, wisi. Morbi auctor lorem non justo. Nam lacus libero, pretium at, lobortis vitae, ultricies et, tellus. Donec aliquet, tortor sed accumsan bibendum, erat ligula aliquet magna, vitae ornare odio metus a mi. Morbi ac orci et nisl hendrerit mollis. Suspendisse ut massa. Cras nec ante. Pellentesque a nulla. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Aliquam tincidunt urna. Nulla ullamcorper vestibulum turpis. Pellentesque cursus luctus mauris.

Nulla malesuada porttitor diam. Donec felis erat, congue non, volutpat at, tincidunt tristique, libero. Vivamus viverra fermentum felis. Donec nonummy pellentesque ante. Phasellus adipiscing semper elit. Proin fermentum massa ac quam. Sed diam turpis, molestie vitae, placerat a, molestie nec, leo. Maecenas lacinia. Nam ipsum ligula, eleifend at, accumsan nec, suscipit a, ipsum. Morbi blandit ligula feugiat magna. Nunc eleifend consequat lorem. Sed lacinia nulla vitae enim. Pellentesque tincidunt purus vel magna. Integer non enim. Praesent euismod nunc eu purus. Donec bibendum quam in tellus. Nullam cursus pulvinar lectus. Donec et mi. Nam vulputate metus eu enim. Vestibulum pellentesque felis eu massa.






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*