

Sample Resume – Foundation Studies Applicants

Fatima Hassan

45 Nile Avenue, Zamalek,

Cairo, Egypt 11561

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Date of Birth: 12/04/2006

Nationality: Egyptian | Passport Number: EG765432109

Marital Status: Single

Objective

To enroll in a **Foundation Studies Program** at a reputable Australian institution to develop the academic skills required for entry into a **Bachelor's degree in Business Administration**. My goal is to strengthen my **English proficiency, critical thinking, and research skills** while gaining an understanding of university-level coursework and expectations.

Education Background

General Secondary Education Certificate (Thanaweya Amma) – Literature Stream

Cairo International School, Cairo, Egypt

Dates Attended: 01/09/2021 – 30/06/2024

- Subjects: **English, Mathematics, Business Studies, Economics, Information Technology**
- Achievements:
 - Scored **85% overall in final exams**
 - Awarded **Best Student in Business Studies (2023)**
 - Ranked **top 10% in class**

Preparatory Education Certificate

Cairo International School, Cairo, Egypt

Dates Attended: 01/09/2018 – 30/06/2021

- Subjects: **English, Mathematics, Science, Social Studies, Computer Science**
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Work Experience (If Applicable)

Customer Service Assistant (Internship)

ABC Retail Store, Cairo, Egypt

Dates: 01/07/2023 – 31/12/2023

- Assisted customers with purchases and product inquiries.
- Gained experience in **handling cash transactions and inventory management**.
- Developed **communication and teamwork skills** in a professional setting.

Freelance English Tutor (Part-Time)

Self-Employed, Cairo, Egypt

Dates: 10/01/2022 – Present

- Provided **English tutoring to younger students** preparing for exams.
- Helped students improve their **reading, writing, and conversational English**.

English Language Proficiency

IELTS Academic Training

Test Report Form Number: 765432109

Test Date: 15/08/2023

- **Listening:** 6.5
- **Reading:** 6.0
- **Writing:** 6.0
- **Speaking:** 7.0
- **Overall Band Score:** 6.5

(Goal: Improve academic English skills through Foundation Studies coursework.)

Skills

- **Strong Academic Writing & Research Skills**
- **Microsoft Office (Word, Excel, PowerPoint)**
- **Time Management & Organization**
- **Business Communication & Public Speaking**
- **Problem-Solving & Critical Thinking**

Extracurricular Activities

- **Vice President** of the Student Business Club, Cairo International School.
- Winner of the **Inter-School Public Speaking Competition (2022)**.
- Active member of the **Model United Nations (MUN)** program.
- Volunteer for **local community projects, teaching English to underprivileged students**.

Additional Information Needed to Process the Application

References

1. **Ms. Layla Ahmed**
Principal, Cairo International School
Cairo, Egypt
Phone: +20 112 345 6789
Email: layla.ahmed@cairoschool.edu.eg
2. **Mr. Omar Mahmoud**
Business Studies Teacher, Cairo International School
Cairo, Egypt
Phone: +20 103 876 5432
Email: omar.mahmoud@cairoschool.edu.eg

Personal & Family Information

- **Father's Name:** Hassan Ali
 - **Occupation:** Business Owner
 - **Education Level:** Bachelor's Degree
- **Mother's Name:** Nadia Hassan
 - **Occupation:** Accountant
 - **Education Level:** Bachelor's Degree

Countries Visited

- **United Arab Emirates (12/06/2022 – 20/06/2022):** Family vacation and cultural exploration.
- **United Kingdom (05/12/2023 – 15/12/2023):** Short-term English Language course in London.

Visa & Compliance History

- **Visa Holding History:** Holds a **valid Australian student visa application in progress**.
- **Visa Refusals:** None.
- **Compliance:** No previous visa violations or overstays.

Emergency Contact

- **Father:** Hassan Ali
 - Email: hassan.ali@example.com
 - Phone: +20 112 400 5678