

Sample Resume – Undergraduate Applicants

Friday 14 February 2025

John Doe's resume highlights his objective to pursue a Bachelor of Business Administration in Finance and Management in Australia. It details his education, work experience, skills, extracurricular activities, and personal information, emphasizing his achievements and aspirations in business consulting and entrepreneurship.

Sample Resume – Undergraduate Applicants

John Doe

123 George Street, Sydney, NSW 2000
Phone: +61 400 123 456 | Email: johndoe@email.com
Date of Birth: 15/04/2004
Nationality: Indian | Passport Number: X12345678

Marital Status: Married and no children

Objective

To enroll in a **Bachelor of Business Administration** at a leading Australian university, with a focus on **finance and management**. My goal is to develop critical thinking, analytical, and leadership skills, while gaining global exposure to business strategies and corporate operations. I aim to utilize this degree to pursue a successful career in **business consulting and entrepreneurship**.

Education Background

Higher Secondary School Certificate (HSC)

St. Xavier's Senior Secondary School, New Delhi, India
Dates Attended: 01/03/2022 – 15/03/2024

- Subjects: **English, Mathematics, Business Studies, Economics, Accounting**
- Achievements:
 - Scored **92% in final board examinations**
 - Awarded **Best Business Project** in an inter-school competition

Secondary School Certificate (SSC)

St. Xavier's Senior Secondary School, New Delhi, India

Dates Attended: 01/03/2020 – 15/03/2022

- Subjects: **English, Mathematics, Science, Social Studies, Computer Science**
 - Achievements:
 - Ranked **Top 10%** in the final exams
 - Secured **Distinction in English and Mathematics**
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Work Experience (If Applicable)

Intern – Business Development

XYZ Consulting Firm, New Delhi, India

Dates: 01/06/2023 – 15/12/2023

- Assisted in **market research and financial analysis** for business development projects.
- Worked with **senior consultants** on client presentations and strategic planning.
- Gained experience in **data analysis and digital marketing strategies**.

Freelance Tutor (Part-Time)

Self-Employed, New Delhi, India

Dates: 10/01/2022 – Present

- Provided tutoring in **Mathematics and Business Studies** to high school students.
 - Helped students improve their **problem-solving skills and academic performance**.
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English Language Proficiency

IELTS Academic Training

Test Report Form Number: 123456789

Test Date: 10/10/2023

- **Listening:** 7.5
- **Reading:** 7.0
- **Writing:** 6.5
- **Speaking:** 7.5
- **Overall Band Score:** 7.0

(Goal: Improve to IELTS 7.5+ through academic coursework and immersion.)

Skills

- **Financial Analysis & Business Strategy**
 - **Data Analytics & Microsoft Excel (Advanced)**
 - **Leadership & Team Collaboration**
 - **Business Communication & Public Speaking**
 - **Project Management & Problem-Solving**
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Extracurricular Activities

- **Vice President** of the Finance Club, Delhi University
 - Winner of the **Inter-University Business Case Competition (20/09/2021)**
 - Volunteered at an **NGO for Financial Literacy Training**
 - Active member of the **University Debate Society**
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Additional Information Needed to Process the Application

References

1. **Dr. Rajesh Khanna**
Professor, Department of Business Studies, Delhi University
New Delhi, India
Phone: +91 98765 43210
Email: rajesh.khanna@du.ac.in
 2. **Ms. Pooja Mehta**
Senior Manager, XYZ Consulting Pvt. Ltd.
New Delhi, India
Phone: +91 87654 32109
Email: pooja.mehta@xyzconsulting.com
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Personal & Family Information

- **Father's Name:** Richard Doe
 - **Occupation:** Business Owner
 - **Education Level:** Bachelor's Degree
- **Mother's Name:** Jane Doe

- **Occupation:** Teacher
 - **Education Level:** Bachelor's Degree
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Countries Visited

- **Singapore (10/06/2019 – 20/06/2019):** Business Seminar Participation
 - **United Kingdom (05/10/2021 – 15/10/2021):** Short-term exchange program at University of Manchester
 - **Australia (01/07/2023 – 30/07/2023):** Educational tour for business research
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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
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Emergency Contact

- **Father:** Richard Doe
 - Email: richard.doe@example.com
 - Phone: +61 400 123 XXX