

Sample Resume for ELICOS Applicants

Friday 14 February 2025

John Doe, an Indian national, seeks enrollment in an ELICOS program in Australia to enhance his English proficiency. His resume details his educational background, work experience, language skills, and extracurricular activities, highlighting his achievements and aspirations for academic and professional growth.

Sample Resume – ELICOS Applicant

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

Objective

To enroll in an **English Language Intensive Courses for Overseas Students (ELICOS)** program in Australia to improve my English proficiency in reading, writing, speaking, and listening. My goal is to achieve fluency for academic and professional purposes, enabling me to pursue further studies or career opportunities in an English-speaking environment.

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 **85%** in final board examinations
 - Certificate of Excellence in **English Language & Communication**

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 final exams
 - Secured **Distinction in English and Mathematics**
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Work Experience (If Applicable)

Customer Service Assistant (Part-Time)

ABC Retail, New Delhi, India

Dates: 01/06/2023 – 31/12/2023

- Assisted international customers, requiring English communication.
- Handled customer queries and resolved complaints professionally.
- Developed strong interpersonal and problem-solving skills.

Freelance English Tutor (Part-Time)

Self-Employed, New Delhi, India

Dates: 10/01/2022 – Present

- Provided English tutoring to school students preparing for exams.
 - Assisted learners in improving pronunciation, reading, and writing skills.
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English Language Proficiency

IELTS Academic Training

Test Report Form Number: 123456789

Test Date: 10/10/2023

- **Listening:** 6.5
 - **Reading:** 6.0
 - **Writing:** 6.0
 - **Speaking:** 6.5
 - **Overall Band Score:** 6.0
(Goal: Improve to IELTS 6.5+ through the ELICOS program.)
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Skills

- Strong **English communication and comprehension**

- **Microsoft Office (Word, Excel, PowerPoint)** proficiency
 - Basic knowledge of **business studies and marketing**
 - Strong **problem-solving and teamwork abilities**
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Extracurricular Activities

- Member of the **School Debate Team**
 - Participated in **Inter-School English Speech Competitions**
 - Volunteered at a local NGO to teach **English to underprivileged students**
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Additional Information

References

1. **Ms. Sarah Johnson**
Principal, St. Xavier's Senior Secondary School
New Delhi, India
Phone: +91 98765 43210
Email: sarah.johnson@stxaviers.edu.in
 2. **Mr. Anil Mehta**
English Teacher, St. Xavier's Senior Secondary School
New Delhi, India
Phone: +91 87654 32109
Email: anil.mehta@stxaviers.edu.in
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Personal & Family Information

- **Father's Name:** Richard Doe
 - **Occupation:** Business Owner
 - **Mother's Name:** Jane Doe
 - **Occupation:** Teacher
 - **Siblings:**
 - Alice Doe (Born: 15/04/2014) – Currently in Year 5
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Countries Visited

- **Singapore (12/06/2018 – 20/06/2018):** Family vacation
- **United Arab Emirates (05/12/2019 – 15/12/2019):** Cultural trip

- **Australia (01/07/2022 – 30/07/2022):** Short-term study program
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Visa & Compliance History

- **Visa Holding History:** Held an **Australian visitor visa (01/07/2022 – 30/07/2022)**
 - **Visa Refusals:** None
 - **Compliance:** No visa issues or overstays
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Emergency Contact

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