

## Sample Resume – Foundation Studies Applicants

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### Fatima Hassan

45 Nile Avenue, Zamalek,

Cairo, Egypt 11561

Phone: +20 102 345 6789 | Email: fatima.hassan@email.com

**Date of Birth:** 12/04/2006

**Nationality:** Egyptian | **Passport Number:** EG765432109

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### 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.

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### 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**.

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## **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.)*

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## **Skills**

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

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## **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**.
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## **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
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### **Personal & Family Information**

- **Father's Name:** Hassan Ali
    - **Occupation:** Business Owner
  - **Mother's Name:** Nadia Hassan
    - **Occupation:** Accountant
  - **Marital Status:** Single
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### **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.
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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:** Hassan Ali
  - Email: hassan.ali@example.com
  - Phone: +20 112 400 5678