

## Sample Resume – Postgraduate Coursework Applicants

Friday 14 February 2025

This resume outlines the qualifications and experiences of John Smith, a South African national seeking to enroll in an MBA program in Australia. It details his educational background, work experience, skills, extracurricular activities, and personal information, highlighting his achievements and aspirations in strategic management and leadership.

## Sample Resume – Postgraduate Coursework Applicant

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### John Smith

456 Queen Street, Brisbane, QLD 4000, Australia

Phone: +61 400 456 789 | Email: johnsmith@email.com

**Date of Birth:** 22/07/1998

**Nationality:** South African | **Passport Number:** SA987654321

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### Objective

To enroll in a **Master of Business Administration (MBA)** at a leading Australian university, with a specialization in **Strategic Management and Leadership**. My goal is to develop advanced business acumen, leadership abilities, and problem-solving skills to transition into an executive management role in the corporate sector. I aim to leverage this postgraduate degree to enhance my strategic decision-making and global business perspective.

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### Education Background

#### Bachelor of Commerce (B.Com) – Finance & Management

University of Cape Town, South Africa

**Dates Attended:** 01/02/2018 – 15/12/2021

- Achieved **First-Class Honours (GPA: 3.9/4.0)**
- Specialized in **Financial Planning, Corporate Governance, and Business Analytics**
- Research Thesis: “Impact of Digital Banking on Small and Medium Enterprises (SMEs) in South Africa”

#### Higher Secondary School Certificate (HSC)

Pretoria High School for Boys, Pretoria, South Africa

**Dates Attended:** 01/01/2016 – 15/12/2017

- Subjects: **English, Mathematics, Economics, Business Studies, Accounting**
  - Achievements:
    - Scored **89% in final board examinations**
    - Awarded **Best Business Studies Student (2017)**
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## **Work Experience**

### **Financial Analyst**

ABC Consulting Group, Cape Town, South Africa

**Dates:** 01/03/2022 – Present

- Conducted **financial analysis and risk assessments** for corporate clients.
- Developed **investment strategies and business models** for startups and SMEs.
- Assisted in **financial forecasting and budgeting** for multinational clients.

### **Business Development Associate (Internship)**

XYZ Capital, Johannesburg, South Africa

**Dates:** 01/06/2021 – 15/12/2021

- Assisted in **market research and corporate investment planning**.
  - Worked on **business strategy development and financial performance analysis**.
  - Developed **client presentations and reports** for senior management.
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## **English Language Proficiency**

### **IELTS Academic Training**

Test Report Form Number: 654321987

Test Date: 15/08/2023

- **Listening:** 8.0
- **Reading:** 7.5
- **Writing:** 7.0
- **Speaking:** 8.0
- **Overall Band Score:** 7.5

*(Goal: Strengthen academic writing and communication skills through coursework.)*

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## Skills

- **Financial Analysis & Risk Management**
- **Strategic Business Planning & Development**
- **Advanced Microsoft Excel & Data Analytics**
- **Corporate Governance & Leadership**
- **Effective Business Communication & Negotiation**

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## Extracurricular Activities

- **President** of the Finance & Investment Club, University of Cape Town
- Winner of the **National Business Case Competition (15/09/2020)**
- Volunteer for **Financial Literacy Training for Small Businesses**
- Member of the **Toastmasters International Public Speaking Club**

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## Additional Information Needed to Process the Application

### References

1. **Dr. Richard Thompson**  
Professor, Faculty of Business Studies, University of Cape Town  
Cape Town, South Africa  
Phone: +27 98765 43210  
Email: richard.thompson@uct.ac.za
2. **Ms. Lindiwe Mthembu**  
Senior Manager, ABC Consulting Group  
Cape Town, South Africa  
Phone: +27 87654 32109  
Email: lindiwe.mthembu@abcconsulting.com

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## Personal & Family Information

- **Father's Name:** Michael Smith
  - **Occupation:** Entrepreneur
- **Mother's Name:** Susan Smith
  - **Occupation:** University Lecturer
- **Marital Status:** Single

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### Countries Visited

- **United Kingdom (10/06/2018 – 20/06/2018):** Business Leadership Program
- **United Arab Emirates (05/12/2019 – 15/12/2019):** Financial Conference Participation
- **Australia (01/07/2022 – 30/07/2022):** Short-term exchange program

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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:** Michael Smith
  - Email: michael.smith@example.com
  - Phone: +27 400 123 XXX