

Liam Morgan

Communication Studies Student | First job opportunity

liam.morgan@example.com | (906) 555-0106 | Marquette, MI 49855

PROFILE

Communication Studies student seeking a first paid job or internship. Brings class projects, peer learning, and community volunteering in Marquette. Experienced in organizing information, explaining tasks, and following staff guidance. Ready to apply coursework and practical skills in a supported entry-level role.

EDUCATION

Northern Michigan University

August 2023 – Expected May 2027

Bachelor of Science — Communication Studies | GPA: 3.55 / 4.00 | Marquette, MI

- Relevant coursework: Organizational communication, public speaking, research methods, business writing

ACADEMIC & PERSONAL PROJECTS

Community Event Plan

January 2026 – April 2026

NMU coursework · Project coordinator

- Created a sample event timeline, budget worksheet, and participant communications plan.
- Presented a contingency checklist and revised responsibilities after team feedback.

Digital Information Guide

September 2025 – December 2025

NMU coursework · Student author

- Turned public Marquette service information into a clear, accessible guide with organized headings and verified links.

VOLUNTEERING & LEADERSHIP

Peer orientation volunteer

September 2024 – May 2025

Northern Michigan University | Marquette, MI

- Welcomed new students and referred campus service questions to the appropriate office.

SKILLS

Service: Customer communication, information organization, record keeping

Administration: Scheduling, meeting notes, teamwork, task coordination

Tools: Word, Excel, PowerPoint, Google Docs, Canva

VOLUNTEERING & PRACTICAL LEARNING

Peer learning volunteer

January 2026 – August 2026

Northern Michigan University | Marquette, MI

- Organized course practice materials and helped peers work through tasks using instructor guidance.
- Documented questions for follow-up and explained steps clearly during small-group practice.

Community nutrition volunteer

May 2025 – December 2025

Community Action Alger–Marquette | Marquette, MI

- Welcomed participants, prepared service materials, and followed the coordinator's instructions.
- Communicated requests respectfully and kept routine activity records for staff review.