

Morgan Example

Example City | morgan.student@example.com | [Add your phone number]

FICTIONAL TEACHING SAMPLE | Replace every example fact before use

Profile

Business administration student with experience organising a campus event and checking spreadsheet records. Seeking an entry-level office support role.

Education

Diploma in Business Administration | Example College

Sep 2025 to Jun 2027 expected

- Relevant study: business communication, spreadsheet fundamentals and team project planning.

Projects

Class event planning project | Example College

Jan 2026 to Mar 2026

- Maintained a sign-in spreadsheet for a fictional 45-attendee class event, checking entries against registration forms.
- Prepared a task checklist and shared weekly progress updates with a four-person project group.

Volunteering

Visitor desk volunteer | Example Community Centre

Apr 2026 to Aug 2026

- Welcomed visitors at six community sessions and directed questions to the session organiser.
- Prepared printed materials and checked room setup against an event checklist.

Skills

Practical skills

- Spreadsheets: sorting, filtering and simple formulas.
- Written communication: clear emails, short reports and presentation slides.