
Internship Resume For College Students

Jane Smith

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OBJECTIVE

Driven and detailed-oriented Business Administration student at Boston University, seeking to leverage academic knowledge and gain practical experience through the Summer Business Internship at Horizon Enterprises. Dedicated to contributing effectively to the Marketing Department while acquiring crucial industry skills.

EDUCATION

Boston University – Boston, MA

Bachelor of Business Administration, Minor in Communications | Expected Graduation: May 2025


GPA: 3.8

Relevant Coursework: Marketing Fundamentals, Business Analytics, Consumer Behavior

SKILLS

Technical Skills: Microsoft Office Suite, Adobe Creative Suite, Basic HTML and CSS

Analytical Skills: Experienced in market analysis and strategic planning



Communication Skills: Proficient in public speaking and persuasive writing

Organizational Skills: Strong ability to plan, organize, and manage projects effectively

PROJECTS

Market Entry Strategy – Business Strategy Course | January 2024

Developed a comprehensive market entry strategy for a start-up, which included market analysis, segmentation, and proposed marketing tactics. Received the Best Strategy Award in class.

Annual Business Plan Competition – School of Management | April 2024

Led a team of five in developing a business plan for a sustainable apparel company, which secured second place in the university-wide competition.

LEADERSHIP EXPERIENCE

Student Government Association – Vice President

September 2023 – Present

Coordinated events and managed a committee of 10 students to promote campus engagement and address student concerns effectively.

WORK EXPERIENCE

Marketing Assistant – Local Startup Hub | Boston, MA

June 2023 – August 2023

Assisted in developing social media content and campaigns that increased follower engagement by over 30%.

VOLUNTEER EXPERIENCE


Volunteer Coordinator – Boston Community Food Bank | Boston, MA

September 2022 – Present

Organized monthly volunteer schedules and activities, improving team efficiency by 20%.

CERTIFICATIONS

Certified Associate in Project Management (CAPM), Project Management Institute – May 2024

ADDITIONAL INFORMATION

Languages: Fluent in English and Spanish

Certifications: Google Analytics Certified

Professional Memberships: American Management Association