

YOUR NAME

Business Administration Student · Looking for a Summer Internship

City, State · (555) 123-4567 · you@email.com · linkedin.com/in/yourname

OBJECTIVE

Second-year business student with coursework in accounting and statistics, two years of part-time retail work and a volunteer role organizing a campus food drive. Comfortable with spreadsheets, stock counts and customers. Looking for a summer internship in operations or finance where I can take on data and customer-facing work.

EDUCATION

Bachelor of Science in Business Administration

Expected May 2028

State University · City, State

GPA 3.6 / 4.0 · Treasurer of the Business Students Society

Coursework: Financial Accounting, Business Statistics, Microeconomics, Business Writing

High School Diploma

2021 - 2025

Central High School · City, State

PROJECTS AND COURSEWORK

Marketing Project - Campus Coffee Shop

Spring 2026

Introduction to Marketing, group of four

- Surveyed 120 students on opening hours and prices, then presented the results to the owner
- Built the questionnaire and summarized 120 responses in a spreadsheet with charts
- Wrote the four-page recommendation the team submitted and presented in class

Personal Project - Term Budget Spreadsheet

2025 - 2026

Self-directed

- Built a spreadsheet that tracks rent, food and travel across a term and charts the total
- Shared it with 30 classmates and reworked the layout twice after their feedback

EXPERIENCE AND VOLUNTEERING

Sales Assistant (part time, 12 hours a week)

Jun 2025 - Present

Retail Store Name · City, State

- Serve 60 to 80 customers a shift on the till and on the shop floor
- Count and reconcile the till at close and show two new starters how to do it

Volunteer Coordinator

Oct 2025 - Dec 2025

Campus Food Drive · Student Union

- Organized 12 volunteers across three collection days and tracked donations on a shared sheet
- Collected 640 items and wrote the thank-you emails to the shops that donated

SKILLS

Excel and Google Sheets (pivot tables, charts) · PowerPoint · Basic SQL · Customer service · Cash handling · Spanish (conversational) · Full clean driving licence

ACTIVITIES, AWARDS AND CERTIFICATES

Treasurer, Business Students Society, 2025 - present · University 5-a-side football team · Food Safety Level 2 certificate, 2025 · Excel for Business (online course), 2026