

Sample Student- Business (Entrepreneurship)

Fitchburg, MA | (978) 555-5555
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EDUCATION

Fitchburg State University, Fitchburg, MA December 2025
Bachelor of Science in Business Administration, Concentration in Entrepreneurship

SKILLS

Computer: Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite, QuickBooks and Salesforce

Business Skills: Business Planning, Market Analysis, and Financial Forecasting

EXPERIENCE

Little Leaf Farms, Devens, MA

Entrepreneurial Intern January - May 2024

- Contributed to the development and execution of business plans, including market research, competitive analysis, and financial projections
- Assisted in the identification and evaluation of new business opportunities, conducting feasibility studies and risk assessments
- Conducted customer interviews and surveys to gather feedback and validate product-market fit
- Assisted in fundraising efforts, preparing investor pitch decks and financial models
- Provided administrative support to the executive team, including scheduling meetings, managing calendars, and organizing events

InTown Fitchburg, Fitchburg, MA

Community Engagement Volunteer March 2023 - Present

- Organize and facilitate community events, including fundraisers, outreach programs, and educational workshops, to promote economic development in the community of Fitchburg
- Develop and maintain partnerships with local organizations, businesses, and government agencies to collaborate on community development initiatives and resource-sharing efforts.
- Assist in the planning and implementation of community events, such as the Fitchburg Food Truck Fest

CAMPUS INVOLVEMENT

Fitchburg State University, Fitchburg, MA

Entrepreneurship Association September 2023-Present

- Participate in association meetings and support planning events for club focused on fostering entrepreneurship skills and connecting aspiring entrepreneurs on campus