

ATTENTION FALL 2023-2024 INTERNS

Instructions Regarding CV submission

Students of BBA, MBA, FASS, CSE, COE, & EEE programs who have enrolled for Internship in Fall 2023-2024 Semester are required (**Mandatory requirement for all internship enrolled students**) to send soft copy of their resume by following the instructions below:

- **Student's passport size photo should be pasted to the top right-hand corner of the résumé**
- Resume File should be saved as: **MS Word Document**
- Resume File name: **Student's name & Student's ID #**

Example:



- **Subject of the e-mail should be:**
Internship Fall 2023-2024: Student's ID # (Major), Program”
Example: Internship Fall 2023-2024: 11-94552-1 (HRM), BBA
- Please add 'Internship Confirmed' in the subject line if your internship is already managed (Fixed) or will be managed by yourself or you are currently doing a job.
- Email resume to: opa@aiub.edu

LAST DAY OF SUBMISSION IS AUGUST 03, 2023

Improper & Late submission of Resume will not be accepted.