

# **ATTENTION FALL 2024-2025 INTERNS**

## **Instructions Regarding CV submission**

Students of BBA, MBA, FASS, CSE, COE, & EEE programs who have enrolled for Internship in FALL 2024-2025 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 2024-2025: Student's ID # (Major), Program"  
Example: Internship Fall 2024-2025: 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](mailto:opa@aiub.edu)

**LAST DAY OF SUBMISSION IS SEPTEMBER 14, 2024**

**Improper & Late submission of Resume will not be accepted.**