

# ATTENTION SPRING 2022-2023 INTERNS

## Instructions Regarding CV submission

Students of BBA, MBA, FASS, CS, CSSE, CSE, CIS, SE & EEE programs who have enrolled for Internship in SPRING 2022-2023 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 SPRING 2022-2023: Student's ID # (Major), Program"  
Example: Internship Spring 2022-2023: 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 DECEMBER 08, 2022**  
**Improper & Late submission of Resume will not be accepted.**