

ATTENTION SPRING 2024-2025 INTERNS

Instructions Regarding CV submission

Students of BBA, MBA, FASS, CSE, COE, & EEE programs who have enrolled for Internship in Spring 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 Spring 2024-2025: Student's ID # (Major), Program"
Example: Internship Spring 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

LAST DAY OF SUBMISSION IS JANUARY 08, 2025
Improper & Late submission of Resume will not be accepted.