

# **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.**