ATTENTION SPRING 2023-2024 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:

  Mohammad Moeid 11-94552-1
  Microsoft Office Word Document
  12 KB

- **Subject of the e-mail should be:**
  Internship Spring 2023-2024: Student's ID # (Major), Program"
  Example: Internship Spring 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 NOVEMBER 29, 2023
Improper & Late submission of Resume will not be accepted.