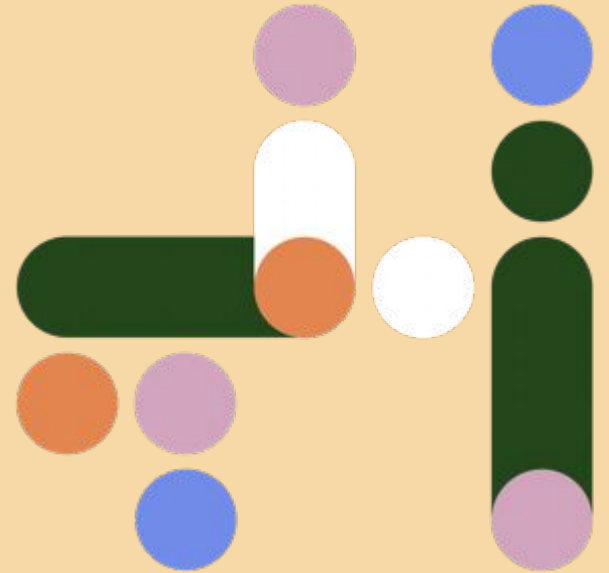


Referencing Policy

How to showcase your participation in Virtual Experience Programs on your CV and LinkedIn.



Welcome to the Forage Referencing Policy! 🙌

A great benefit of your participation in Virtual Experience Programs is that upon completion, you can add each program to your CV and LinkedIn profile!

Though remember...a condition of your participation in every Virtual Experience Program is that you agree to comply with this Referencing Policy.

This policy is broken into 3 sections:

1. CV Policy



2. LinkedIn Policy



3. Social Media





RESUME

Objective:

Management Consultant with 20 years of experience
advice, expertise and specialist skills
and improving business

Section 1: CV Policy

Upon completion of a Virtual Experience Program, you may add it to your CV in accordance with this policy.



Include in 'Extracurricular Activities' section

If you decide to include your Virtual Experience Programs on your CV.

- Alternatively, you can identify it as a 'Certification' or 'Achievement'
- You must refer to your Virtual Experience Programs using the wording provided below.
- We are working on updating your CV to have a new look and feel over the coming weeks

Jane Smith

CONTACT DETAILS

Mobile: 0400 000 000
Email: jane.smith@gmail.com
Address: 123 Smith Street, Smithfield, NSW, 2000
Current Position: Legal Aid Intern

EDUCATION

Smith University 2016 – Current (expected graduation 2020)

Bachelor of Law & Bachelor of Arts

- Weighted Average Mark 67.5
- Dean's scholarship award

Johnson College 2010 – 2015

- ATAR: 85.65

PROFESSIONAL EXPERIENCE

Legal Aid - (July 2017 – Current)

Legal Intern - Full Time (37 hours per week)

In my role as a Legal Intern I provide administrative support to a team of 5 solicitors that deliver our legal aid product.

Responsibilities & Skills Developed

- Developed skills in prioritisation through managing multiple reporting lines and meeting competing deadlines

EXTRACURRICULAR & ACADEMIC ACTIVITIES

COMPANY NAME Virtual Experience Program Participant (YEAR) - (INSERT APPROX hours)

Participated in the open access COMPANY NAME Virtual Experience Program with InsideSherpa

Tasks Completed

- Task A
- Task B
- Task C

Extracurricular Activities

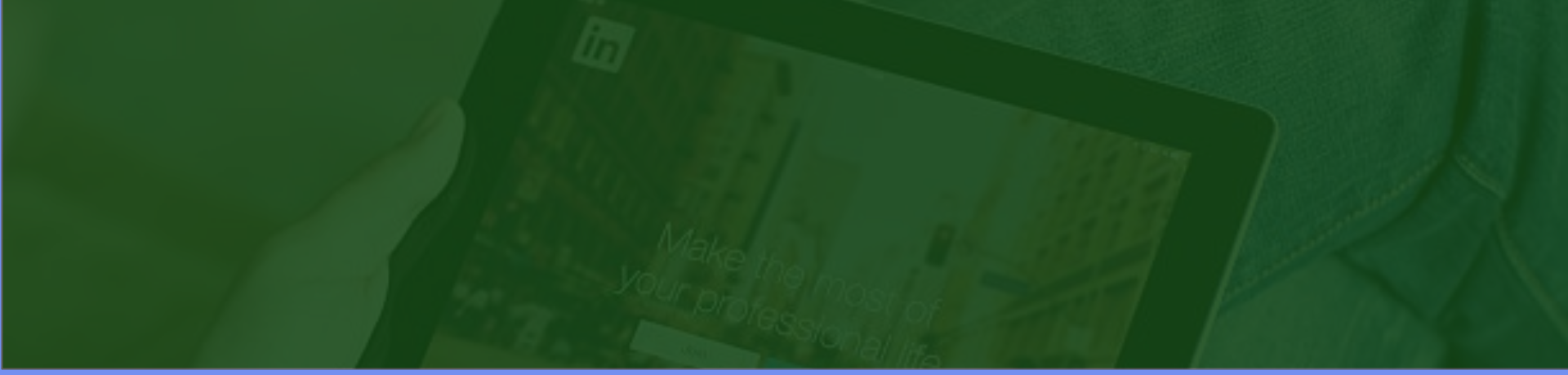
[Insert Company Name] Virtual Experience Program Participant
[Year of Completion] - [Insert Approximate hours]

Participated in the open access [Insert Company Name] Virtual Experience Program with Forage.

Tasks Completed include:

- Task A
- Task B
- Task C

✗ You must **not** include any Virtual Experience Program as work experience or employment on your CV.



Section 2: LinkedIn Policy

Upon completion of a Virtual Experience Program, you may add it to your LinkedIn Profile in accordance with this policy.



Include in 'Licenses & Certifications' section.

If you decide to include your Virtual Experience Program on your LinkedIn Profile

Add licenses & certifications ×

Name *
Virtual Experience Program Participant

Issuing Organization *
Insert the organization that you completed your Virtual Experience Program with (e.g. JPMorgan Chase)

☒ This credential does not expire

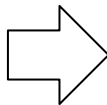
Issue Date No Expiration Date
Month -
Year -

Credential ID
Insert your Unique Enrolment Verification Code (e.g. wMezEdXDQg3mLvT2Q)

Credential URL
Insert your Certificate URL (e.g. <https://insidesherpa.s3.amazonaws.com/completion-certificates/Citibank>)

We no longer share changes to licenses & certifications with your network. [Learn how these are shared and when](#)

Save and add another Save



Licenses & Certifications

Name: Virtual Experience Program Participant

Issuing Organisation: [Insert the organisation that you completed your Virtual Experience Program with]

Credential ID: [Insert your Unique Enrolment Verification Code (e.g. wMezEdXDQg3mLvT2Q)]

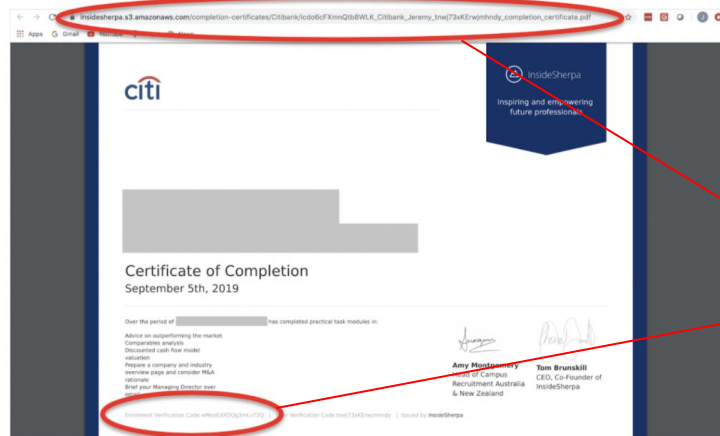
Credential URL: [Insert your Certificate URL (e.g. <https://insidesherpa.s3.amazonaws.com/completion-certificates/Citibank>)]

× You must not include any

Virtual Experience Program as work experience or employment on your LinkedIn Profile.



You can find use your URL and Credential ID from your program completion certificate found here.



Add licenses & certifications

Name *

Virtual Experience Program Participant

Issuing Organization *

Insert the organization that you completed your Virtual Experience Program with (e.g. JPMorgan Chase)

☒ This credential does not expire

Issue Date

Month -

Year -

No Expiration Date

Credential ID

Insert your Unique Enrolment Verification Code (e.g. wMezEdXDqg3mLvT2Q)

Credential URL

Insert your Certificate URL (e.g. https://insidesherpa.s3.amazonaws.com/completion-certificates/Citibank)

We no longer share changes to licenses & certifications with your network. Learn how these are shared and when

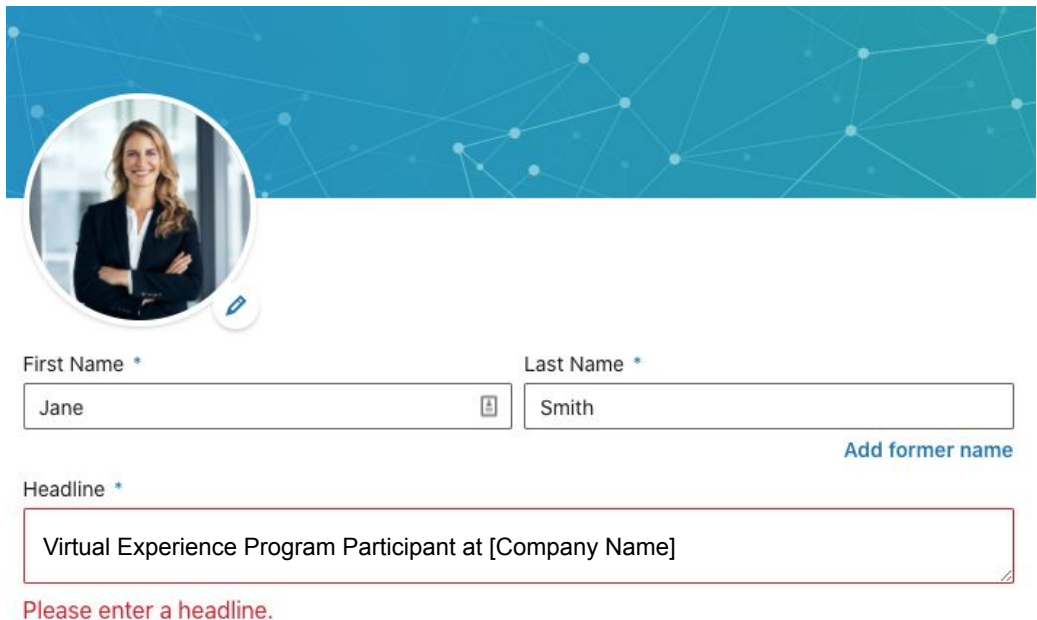
Save and add another Save

Note: We are working on updating our Completion Certificates and the credentials URL from 'InsideSherpa' to Forage over the new few weeks. However, rest assured, your InsideSherpa remains valid!



Refer yourself as “Virtual Experience Program Participant”.

If you want to include your participation in your Virtual Experience Program in your LinkedIn profile headline.



The screenshot shows a LinkedIn profile header with a blue background featuring a network diagram. On the left is a circular profile picture of a woman with blonde hair, wearing a dark blazer over a white shirt, with her arms crossed. Below the picture is a small blue pencil icon. To the right of the picture are two input fields: 'First Name *' containing 'Jane' and 'Last Name *' containing 'Smith'. Below these is a link that says 'Add former name'. Further down is a 'Headline *' field containing the text 'Virtual Experience Program Participant at [Company Name]'. Below the headline field is a red error message: 'Please enter a headline.'

First Name *

Jane

Last Name *

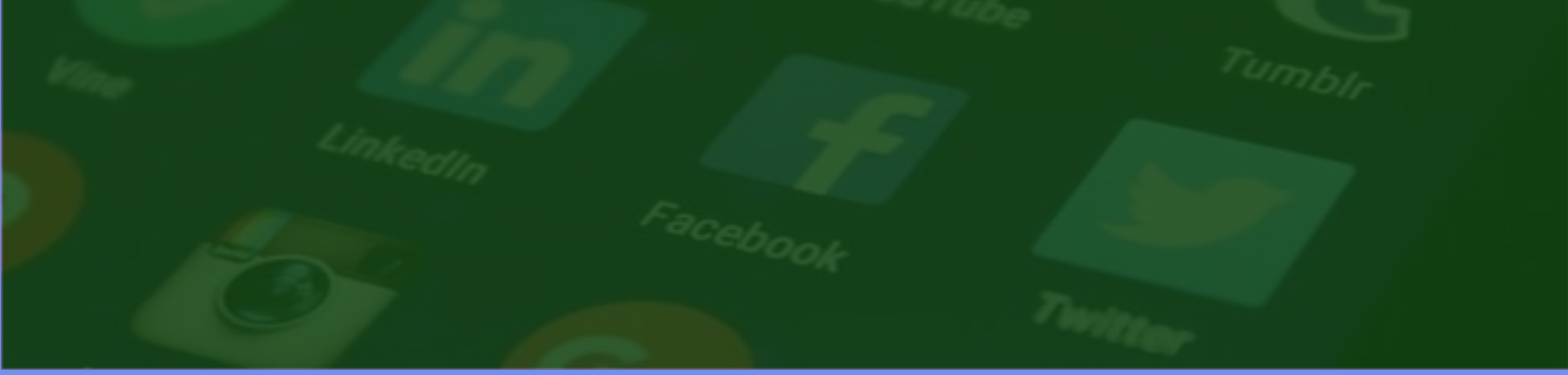
Smith

[Add former name](#)

Headline *

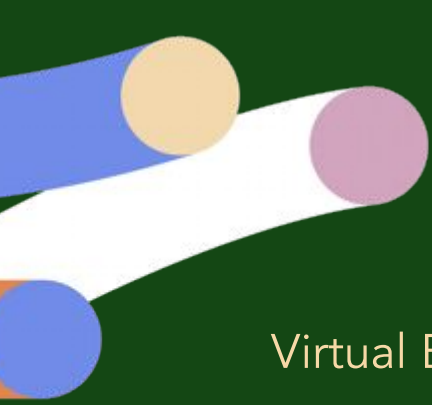
Virtual Experience Program Participant at [Company Name]

Please enter a headline.



Section 3: Social Media Policy

Upon completion of a Virtual Experience Program, you can post about the experience and share your story with your network however you wish!



Virtual Experience Programs are a fantastic way to get to know a particular organization and truly understand an industry.

Organizations love seeing students sharing their achievements on social media and reading about your experience in their program.

Completing a Virtual Experience
Program is something to be proud of!



It's an experience to share with your network and one that deserves to be celebrated. So get creative with it!

Here's how...

Social Media Platforms to post to

Here are 5 main ones:



LinkedIn



Twitter



Instagram



Blog Posts



TikTok



We've provided a few ideas to help get the creative juices flowing. We always try to like, share and comment on as many posts as possible to expand your reach and help your posts be seen by our network of world leading organizations and recruiters.

- Share your certificate and a story about your experience as a LinkedIn post.
- Employers frequently use LinkedIn, so this is a great way to highlight your interests, your skills and your motivation.
- Include a screenshot of your certificate and a link to the program so that people in your network can check out the program that you've completed.



Twitter

- A great way to share that positive feeling of completing a program is by tweeting about it.
- We challenge you to find a GIF that just perfectly captures the emotion.



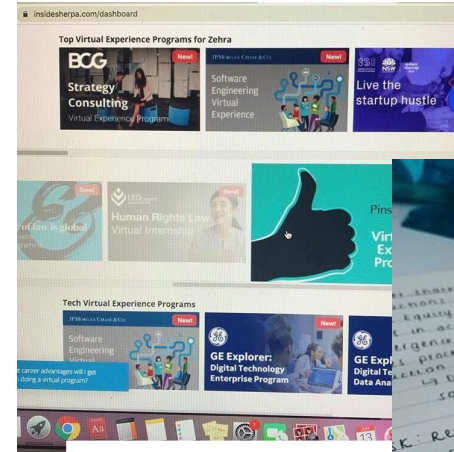
Yash Vats @YashVat19539112 · 2d

Excited to be starting the Deloitte virtual internship! Looking forward to trying out what it's really like to work at Deloitte! Thanks for the opportunity Deloitte and [@InsideSherpa](#).

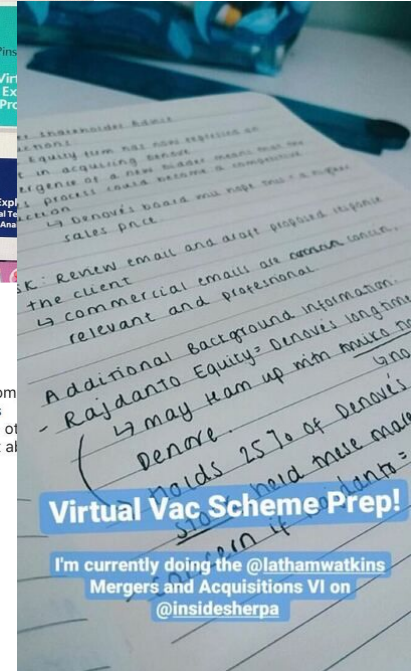


Instagram

- This is the place to go and really get creative with it.
- We've seen incredible posts and stories ranging from students laminating their certificates to doing a happy dance!



♥ 💬 📌
Liked by [helpfulunistudent](#) and others
101lawandmore Today I am going to try and complete this programme via @insidesherpa @pm_grads (hopefully 🤞) - I have already completed some of the programs which i am to put in my highlights bit at the end of the year



Blog Posts

Want to go a bit deeper and share your learnings from a Virtual Experience Program with your network? A blog post is the perfect way to go.

The perfect internship for people who want to work in the bank system - My fourth virtual internship

Published on May 15, 2020



Kyle Zhou

Aspiring Business Analyst | Project Management | Looking for opportunities and experiences

4 articles

✓ Following

Before we start

Sorry for a late update, because I considered many different ways to evaluate this program, but I do not know where it can improve. To be honest, I really want to describe this program as “perfect”, because it is.

Overall

This afternoon, I finished my fourth virtual internship in my project. The Global Consumer Banking(GCB) Virtual Internship Program by Citi on [InsideSherpa](#). This project provides a comprehensive view of different departments and teams in the bank system and we need to develop a new product for GCB, and we can practice our financial analysis skills. There are five different modules: •Navigate the organizational landscape and product mix •Segmentation and Ideation • Pitching your New Product Idea •Performance Analysis and Insights •Campaign Planning

This program is a ★ ★ ★ ★ ★ program, highly recommended and it is perfect for people who want to step into the bank system with my own metrics and you can check in detail at the bottom of this article. It is highly related to Product Management, Finance, Marketing, and Risk Analysis. Also, because this program is unique and what I want to talk about are its features.



We're newbies in the TikTok world, but we just love having a laugh and seeing the awesome content that students create about their Virtual Experience Programs.



Got more questions?

Reach out to help@theforage.com.



Created with  by Forage



How to build your resume with Forage!

Referencing Guide



Recruiters are looking for
motivated candidates who
understand the job - that's you!

After completing a program...

1 Build your resume

2 Stand out on LinkedIn

3 Win in interviews

Add to resume under 'Certifications'

Sara Roberts - Resume

CONTACT DETAILS

EDUCATION

WORK EXPERIENCE

CERTIFICATIONS

JPMorgan Software Engineering Virtual Experience Program on Forage - August 2022

Used Perspective data visualization software and Python to monitor stock price trends and create trading strategies.

Use this template:

[Insert Company Name] Virtual Experience Program on Forage - [Month and Year of Completion]
[Insert detail on what you did and the skills you learned]

Example:

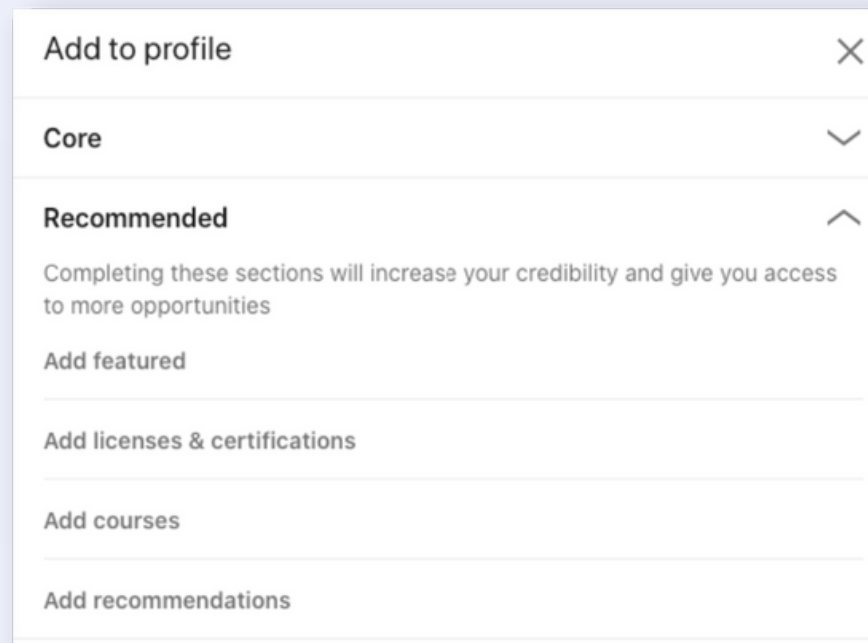
BCG Strategy Consulting Virtual Experience Program on Forage - July 2022

Conducted market research, consumer needs analysis and data analysis to create a client recommendation.

Do not include the program under 'Work Experience' or 'Employment history'

Add to LinkedIn as a Certification

Select 'Add licenses & certifications'



Add to profile

Core

Recommended

Completing these sections will increase your credibility and give you access to more opportunities

Add featured

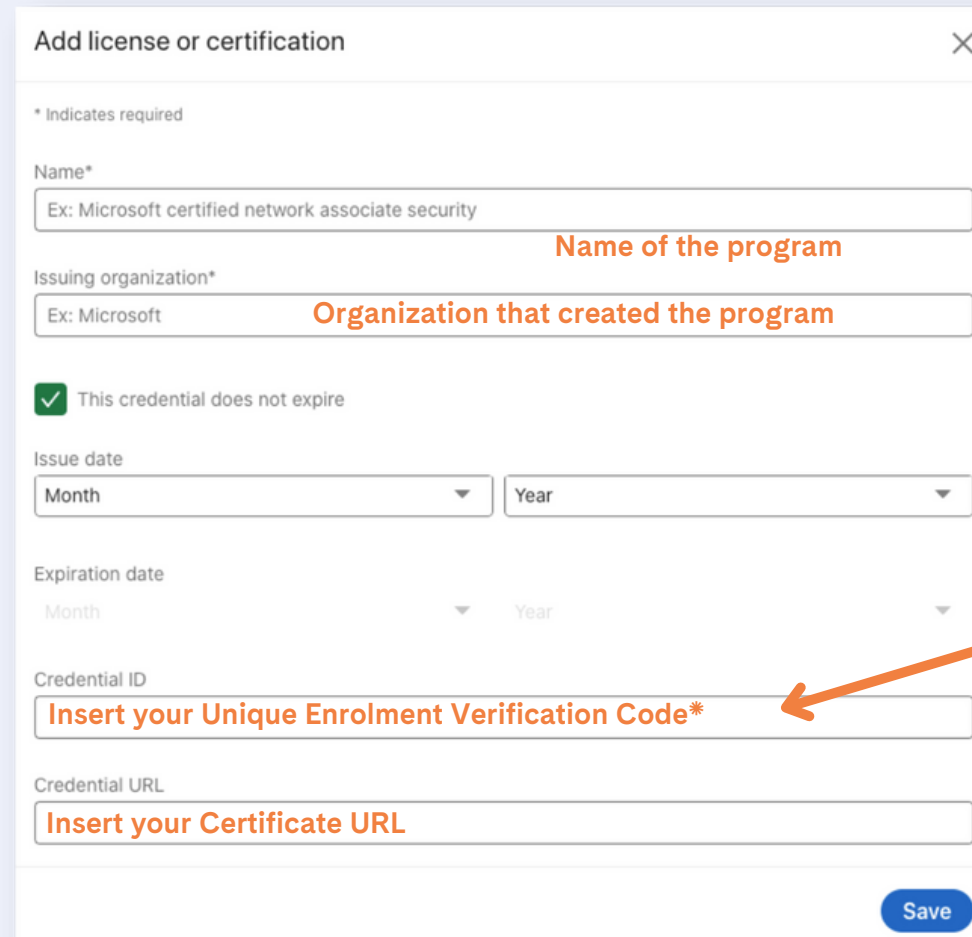
Add licenses & certifications

Add courses

Add recommendations

Do not include the program under 'Experience' or 'Employment history'

Complete the fields using your certificate



Add license or certification

* Indicates required

Name*

Ex: Microsoft certified network associate security

Issuing organization*

Ex: Microsoft

☒ This credential does not expire

Issue date

Month Year

Expiration date

Month Year

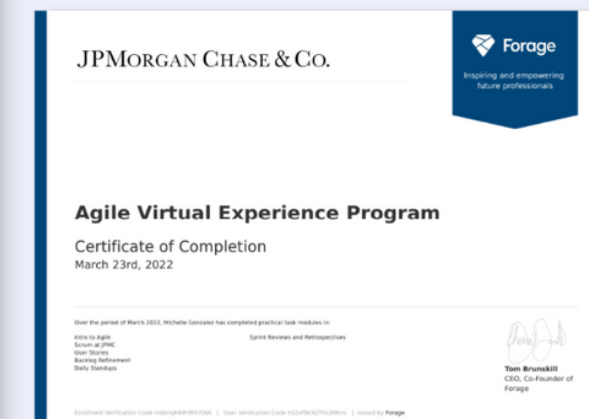
Credential ID

Insert your Unique Enrolment Verification Code*

Credential URL

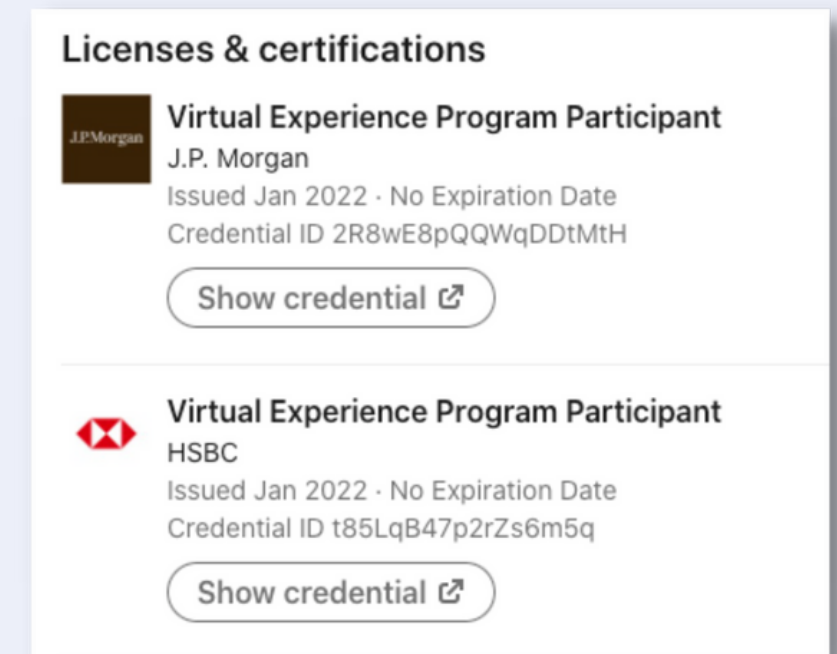
Insert your Certificate URL

Save



*Verification code can be found in the fine print at the bottom of your certificate

Show your work!



Licenses & certifications

J.P. Morgan

Virtual Experience Program Participant

J.P. Morgan

Issued Jan 2022 · No Expiration Date

Credential ID 2R8wE8pQQWqDDtMtH

Show credential

HSBC

Virtual Experience Program Participant

HSBC

Issued Jan 2022 · No Expiration Date


Credential ID t85LqB47p2rZs6m5q

Show credential

Share on LinkedIn


Recruiters love to see and engage with students who've completed their programs on LinkedIn


Tag @theforage and the company

 **Mia Barbieri** • 2nd
Student at University of Georgia - Terry College of Busi...
2mo • 🌐

[+ Follow](#) [...](#)

The [University of Georgia](#) has presented me with the amazing opportunity of [Forage](#). Forage is a platform that provides students with virtual work experience programs that give students like me the opportunity to learn career skills from Fortune 500 companies. This program is self-paced and exposes you to many different work tasks and allows you to develop practical skills. I recently received my first certificate of completion with [Mastercard's](#) Cybersecurity program through Forage, and I plan on doing many more! This program exposed me to many different skills such Cybersecurity, Technical Security awareness, Problem Solving, Data Analysis, Design Thinking, Data Presentation and more!



 Mike Power and 36 others

9 comments • 1 repos

 **Sofia E. Ayuso** (She/Her) • 3rd+
2021 Computer Science & Engineering new grad | Python | Java | K...
6mo • Edited • 🌐

Last week, I completed the [JPMorgan Chase & Co.](#) Software Engineering Virtual Experience. It was a great opportunity to get some insight into what interns at JPMC may work on in relation to front end data visualization and data analysis.

This was my first virtual experience and I am excited to participate in more in the future. This one, in particular, was provided by [Forage](#) and is completely free. Here is the link for any other students interested: <https://lnkd.in/dN6APUA>

Special thanks to [Felix Ekwueme](#) for letting me know about this opportunity!

[#softwareengineering](#) [#forage](#) [#virtualexperience](#) [#jpmorganchase](#)



Sofia Ayuso
Software Engineering Virtual Experience
Certificate of Completion
December 29th, 2020

Over the period of October 2020 to December 2020, Sofia Ayuso has completed practical task modules in:
Interface with a stock price data feed
Use JPMorgan Chase's proprietary API
Display data visually for traders

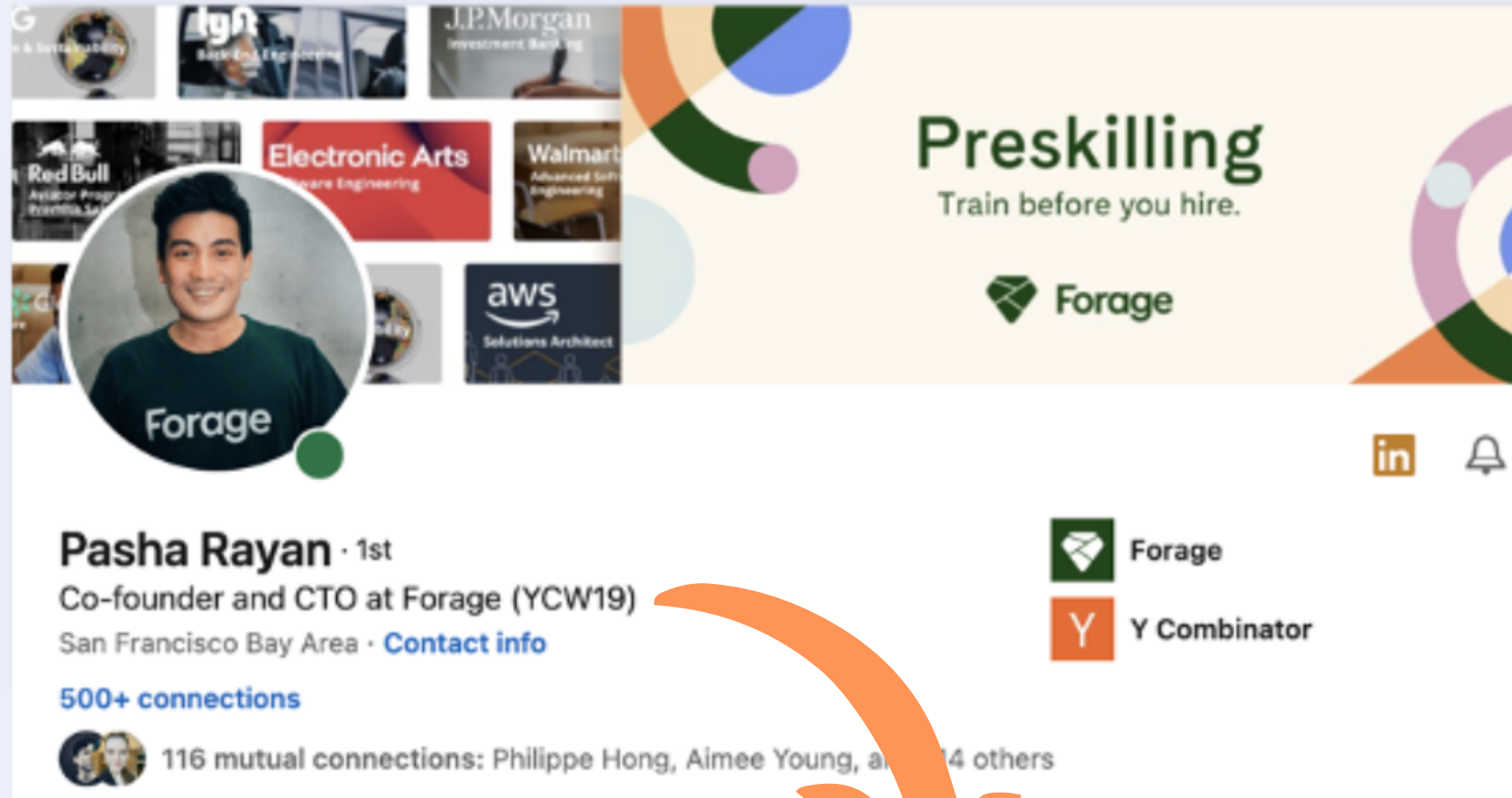
Most relevant ▾

 **Jessica Livon** • 1st
Campus Recruiter at JPMorgan Chase & Co.
5mo • [...](#)

Awesome job, Sofia! Thanks for your participation!

Like | Reply

Update LinkedIn headline



Say that you are a 'Virtual Experience Participant'

Do NOT say that you work at the company

Headline*

JPMorgan Chase & Co. Software Engineering Virtual Experience Participant with Forage

Use the program in interviews

Recruiters look for candidates who...

How Forage has prepared you...

What you should say...

Show an interest in their company

You've spent several hours learning about how the company works - this shows you are interested!

I really enjoyed learning more about [company name]'s culture through the [program name]. These aspects stood out to me [insert what you liked].

Understand the job you are applying for

You've experienced a day on the job. You now know what the job involves and what you'll be doing.

I've done [program name] and I understand that as a [job name] I'll be working on [insert relevant tasks] and this excites me because [insert reason].

Are motivated to build the your skills

You've completed real work tasks and gained relevant skills for the job - make it easy for recruiters to see this!

I've done [program name] and I've now practiced [these skills] which I know are important to succeed as a [job name] at your company.