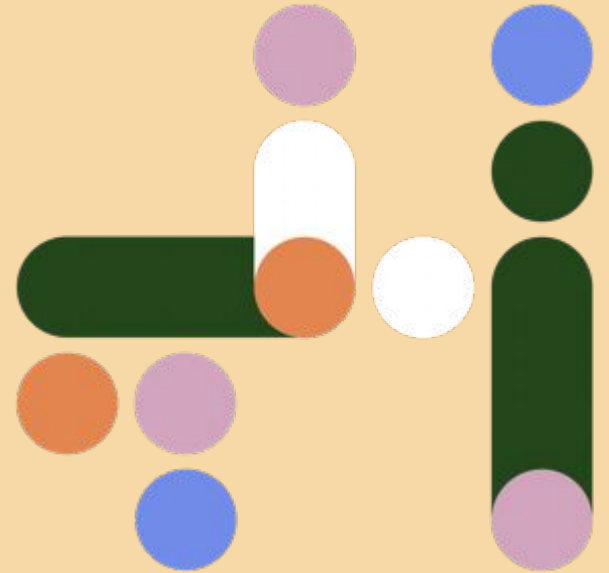# Referencing Policy

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

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

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.
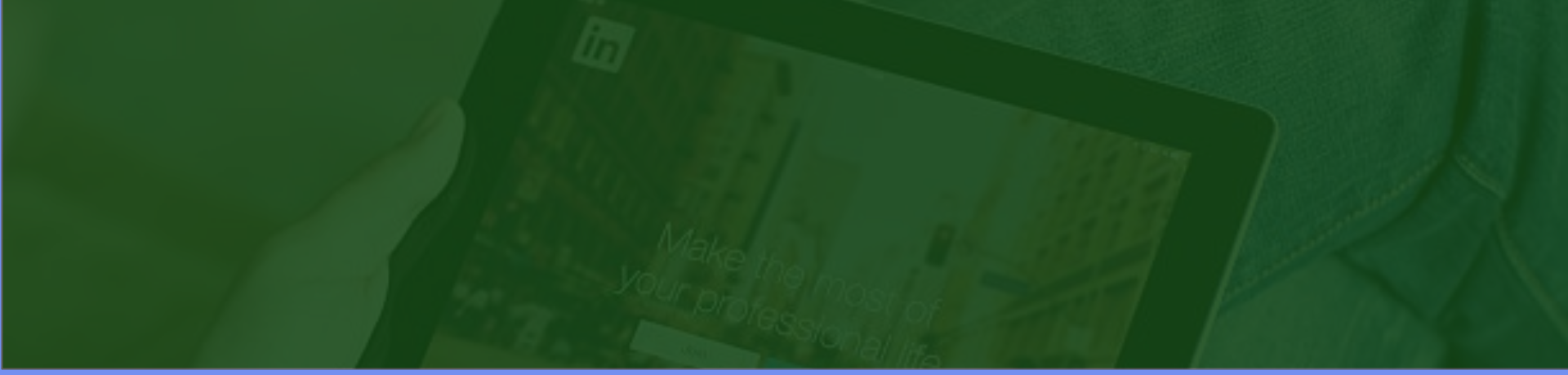
Section 2: LinkedIn Policy

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)
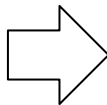
☑ This credential does not expire

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/Citiban

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]

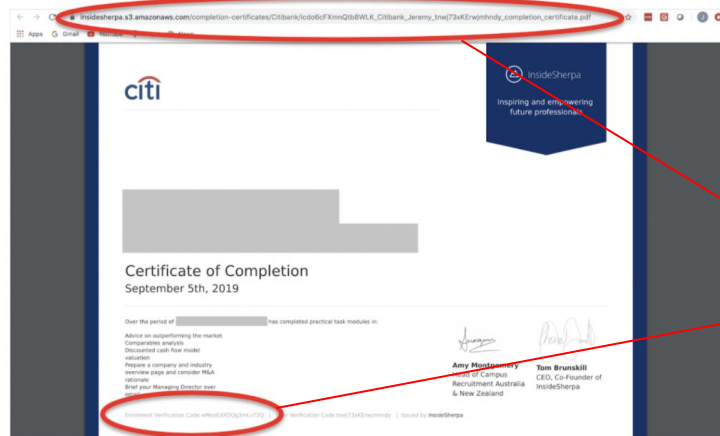**Credential ID**: [Insert your Unique Enrolment Verification Code (e.g. wMezEdXDQg3mLvT22Q)]

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.

Forage

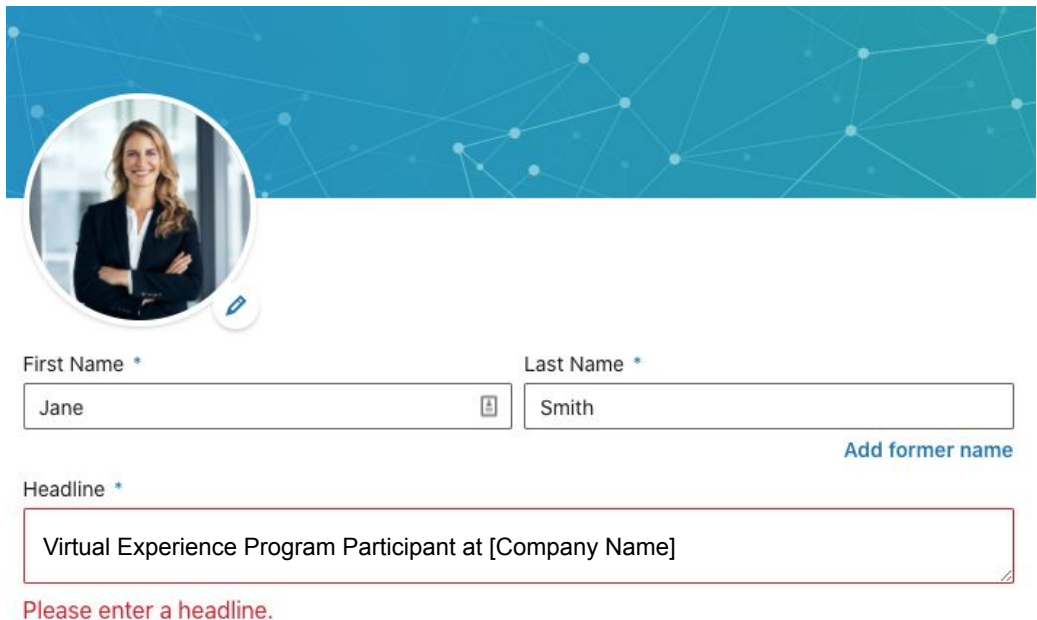You can find use your URL and Credential ID from your program completion certificate found here.

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.

First Name *

Jane

Last Name *

Smith

Add former name

Headline *

Virtual Experience Program Participant at [Company Name]

Please enter a headline.
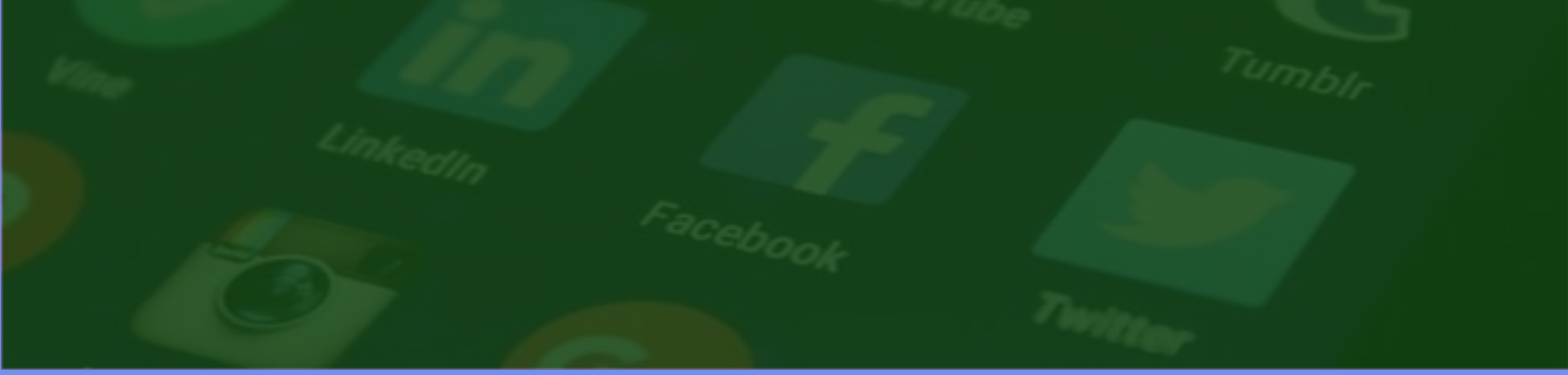
Section 3: Social Media Policy

Upon completion of a Virtual Experience Program, you can post about the experience and share your story with your network however you wish!
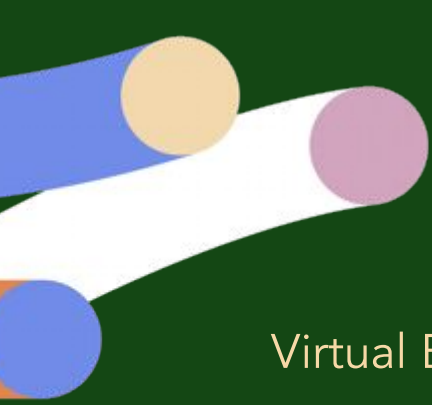
Virtual Experience Programs are a fantastic way to get to know a

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.

LinkedIn

- 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.
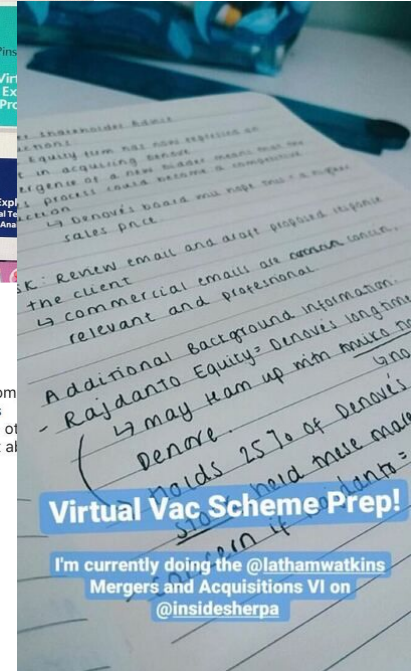
GIF

5

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!
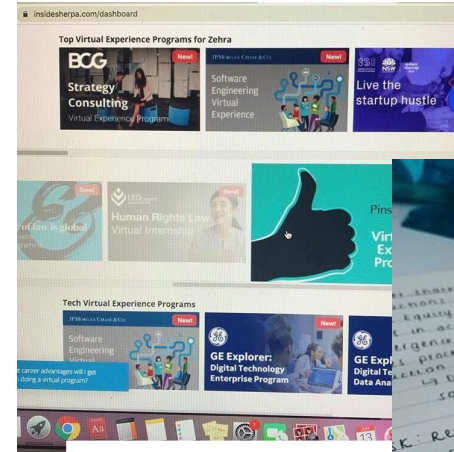
Blog Posts

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.

Forage

TikTok

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.

Forage formerly InsideSherpa

Created with 💚 by Forage

How to build your resume with Forage!

Referencing Guide

Forage

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](#)

Forage

1 Add to your Resume   **2** Stand out on LinkedIn   **3** Use 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]
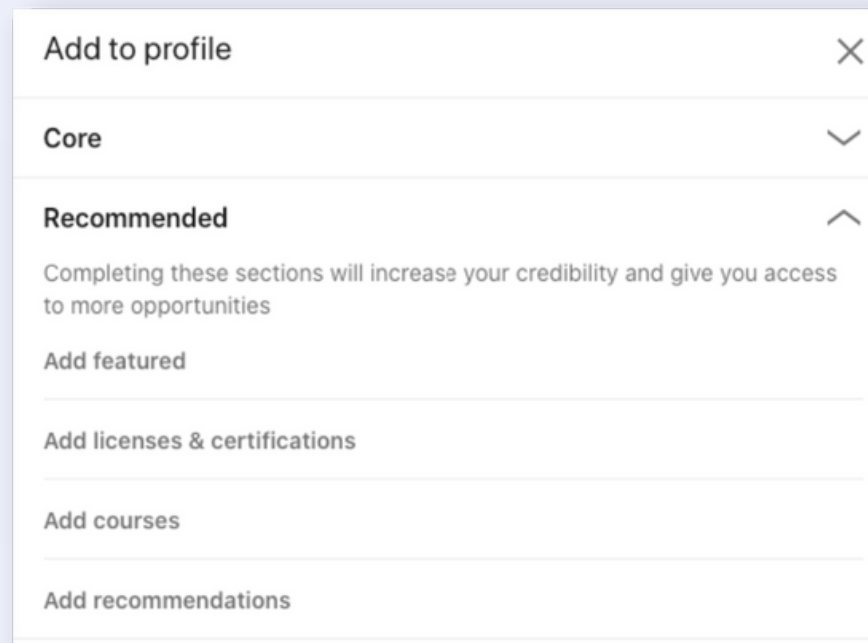
Example:

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'

Forage

① Add to your Resume   ② Stand out on LinkedIn   ③ Use in interviews!

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
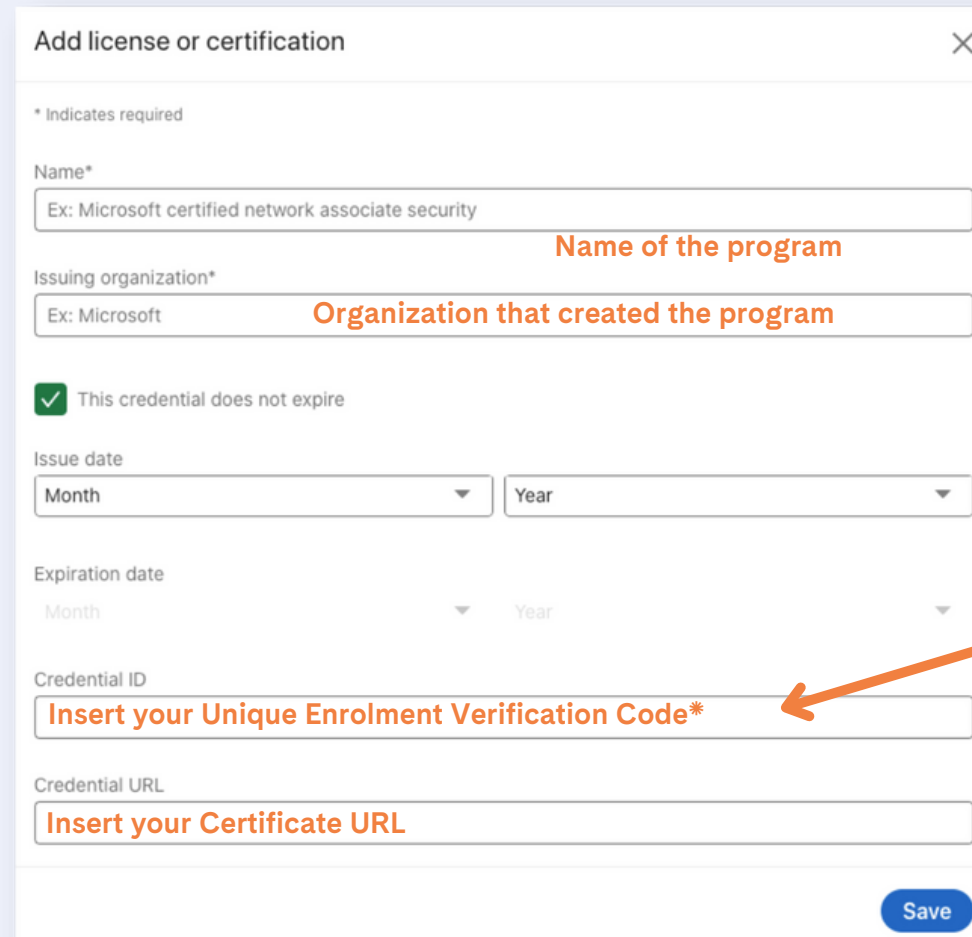
Add featured

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 → **Name of the program**

Issuing organization*

Ex: Microsoft → **Organization that created the program**

☑ This credential does not expire

Issue date

Month ⌄ Year ⌄

Expiration date

Month Year

Credential ID

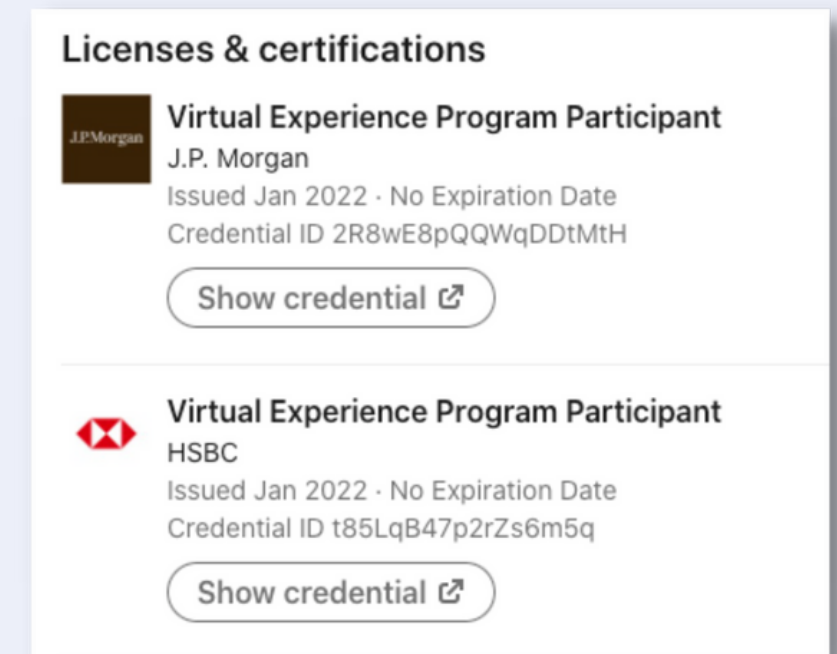**Insert your Unique Enrolment Verification Code***

Credential URL

Insert your Certificate URL

Save

JPMORGAN CHASE & CO.   Forage

Agile Virtual Experience Program

Certificate of Completion
March 23rd, 2022
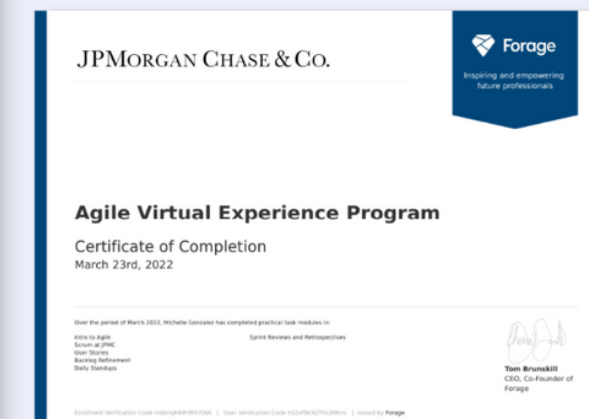
***Verification code can be found in the fine print at the bottom of your certificate**

Show your work!

Licenses & certifications

Virtual Experience Program Participant
J.P. Morgan
Issued Jan 2022 · No Expiration Date
Credential ID 2R8wE8pQQWqDDtMtH

Show credential ⧉

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

Forage

(1) Add to your Resume   (2) Stand out on LinkedIn   (3) Use in interviews!

Update LinkedIn headline

Pasha Rayan · 1st
Co-founder and CTO at Forage (YCW19)
San Francisco Bay Area · **Contact info**
500+ connections

116 mutual connections: Philippe Hong, Aimee Young, and 14 others

Forage
Y Combinator
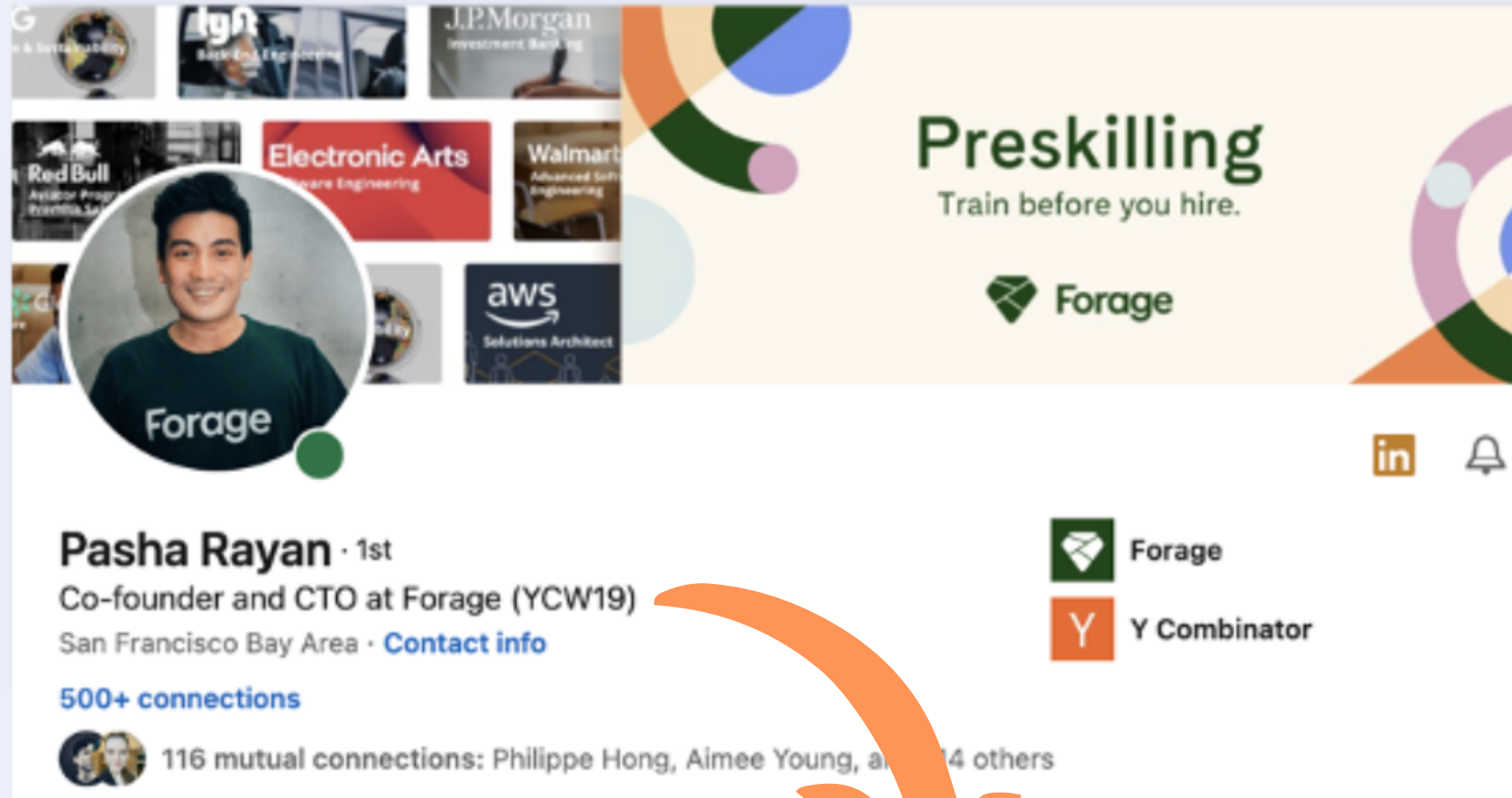
Say that you are a 'Virtual Experience Participant'

Do NOT say that you work at the company

Headline*

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

Forage

1 Add to your Resume   2 Stand out on LinkedIn   3 Use in interviews!

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.