



# InsideSherpa

## Referencing Policy

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





## **Welcome to the InsideSherpa 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!



## This document teaches you how to:

### Add your Virtual Experience Programs to your CV and LinkedIn



Present Virtual Experience Programs  
to ensure that you're getting the *most*  
*out of your participation.*

### Showcase your participation on Social Media



It's a great way to demonstrate the  
*practical skills* you've developed and  
get *noticed* by top companies.



**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:

**01**



[CV Policy](#)

**02**



[Linkedin Policy](#)

**03**



[Social Media](#)

The background is a dark blue overlay on a photograph of a resume. The resume has the word 'RESUME' at the top. Below it, 'Career Objective:' is followed by 'Management Consultant' and 'provide advice, expertise and specialist skills maximizing growth and improving business'. Further down, 'Professional Experience:' is followed by '20 years of in-depth experience'. A list of bullet points includes 'Improved accuracy', 'Established good working relationships', 'Developed new products and services', and 'Improved customer service'. A pen and a pair of glasses are also visible on the resume.

# 1. CV Policy

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



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

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

**You must include it in the ‘extracurricular activities’ section.**

Alternatively, you can identify it as a ‘**Certification**’ or ‘**Achievement**’

**You must refer to your Virtual Experience Programs using the wording provided below.**

**Jane Smith**

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**CONTACT DETAILS**

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

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**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

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**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

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**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 InsideSherpa.

Tasks Completed include:

- Task A
- Task B
- Task C



## 2. LinkedIn Policy

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



❌ You must **not** include any Virtual Experience Program as work experience or employment on your LinkedIn Profile.

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

You must include it in the **‘licenses & certifications’** section.

**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

### 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 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/Citiban)

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

Save and add another Save



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

**You may only refer to yourself as**

**“Virtual Experience Program Participant**  
**at COMPANY NAME”.**

The screenshot shows a LinkedIn profile header with a blue background and a network diagram. On the left is a circular profile picture of a woman. To the right of the picture are input fields for 'First Name' (containing 'Jane') and 'Last Name' (containing 'Smith'). Below these is a 'Headline' field containing the text 'Virtual Experience Program Participant at COMPANY NAME'. A link 'Add former name' is visible next to the last name field. The word 'Please' is partially visible at the bottom left of the form.



### 3. Social media

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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:

01



LinkedIn

02



Twitter

03



Instagram

04



Blog Posts

05



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.**





# 1. LinkedIn posts

- 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.





## 2. Twitter

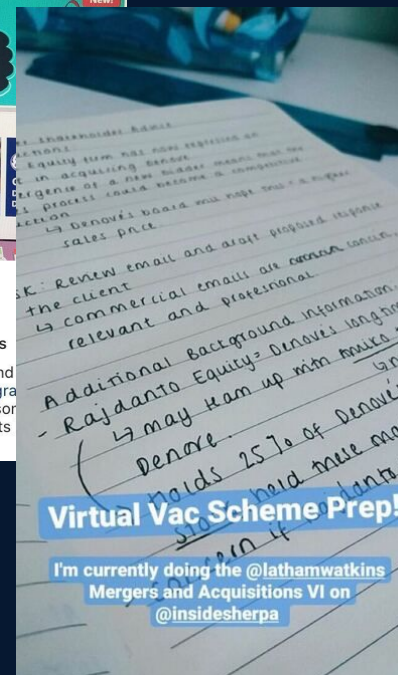
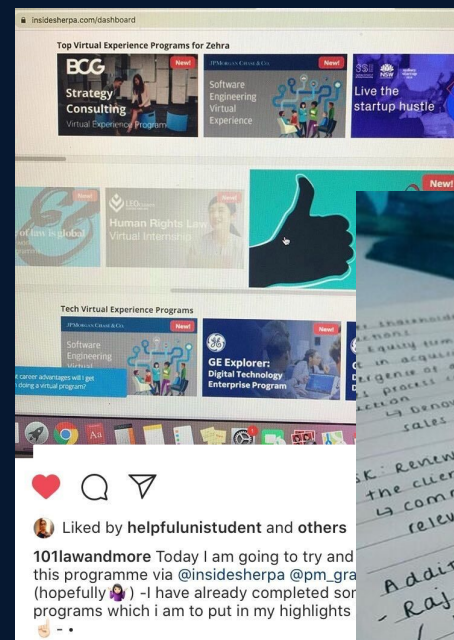
- A great way to share that positive feeling of completing a program is by tweeting about it.
- We challenge you to find a GIF that just perfectly captures the emotion.





### 3. 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!





## 4. 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.



## 5. 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@insidesherpa.com](mailto:help@insidesherpa.com).

Created with love by InsideSherpa

