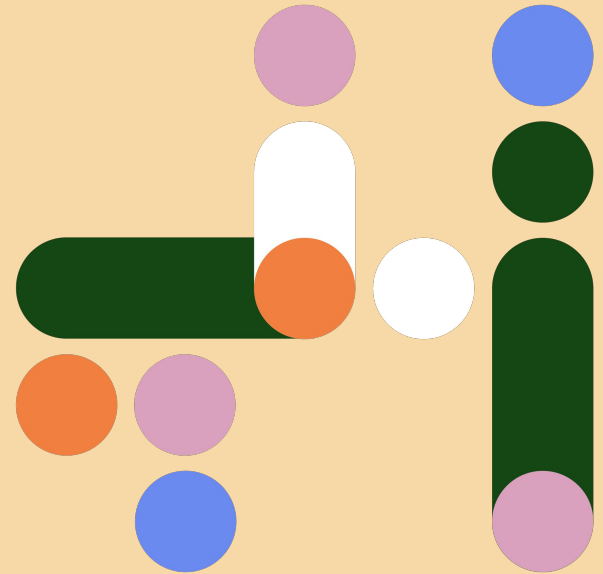




**Forage** formerly  
InsideSherpa

# 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



The background features a green-tinted image of a resume document. The word "RESUME" is prominently displayed at the top. Below it, the text "Career objective:" is visible, followed by "Management Consultant" and "objective advice, expertise maximizing growth and". Further down, the text "Experience:" is visible, followed by "Over 20 years of in-dep" and "the accuracy". A pencil is positioned vertically in the center, and a pair of glasses is in the upper right corner.

# 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**

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**CONTACT DETAILS**

Mobile: 0400 000 000  
Email: 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

---

**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

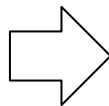
Month -  
Year

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

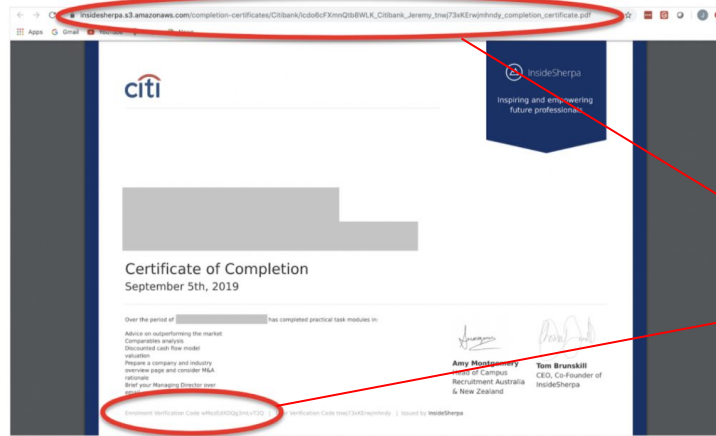
**Issuing Organisation:** [Insert the organisation that you completed your Virtual Experience Program with]

**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.



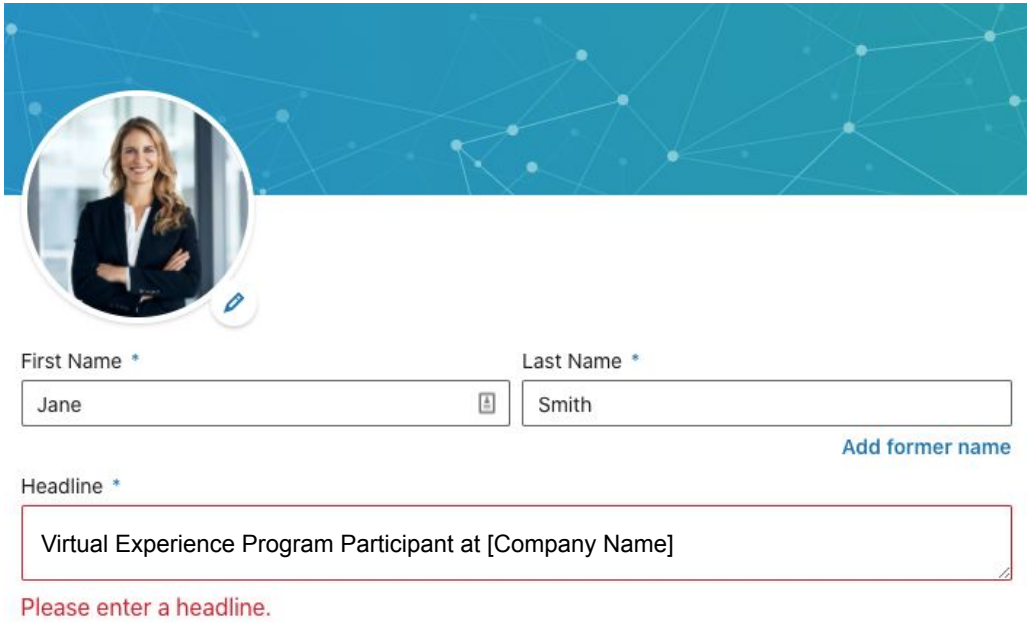
The image shows a screenshot of the 'Add licenses & certifications' form. The 'Name' field is 'Virtual Experience Program Participant'. The 'Issuing Organization' field is 'Insert the organization that you completed your Virtual Experience Program with (e.g. JPMorgan Char)'. The 'This credential does not expire' checkbox is checked. The 'Issue Date' field has 'Month' and 'Year' dropdowns. The 'No Expiration Date' checkbox is unchecked. The 'Credential ID' field is 'Insert your Unique Enrolment Verification Code (e.g. wMezEdXDqg3mLvT2Q)'. The 'Credential URL' field is 'Insert your Certificate URL (e.g. https://insidesherpa.s3.amazonaws.com/completion-certificates/Citiban)'. There are 'Save and add another' and 'Save' buttons at the bottom.

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](#)

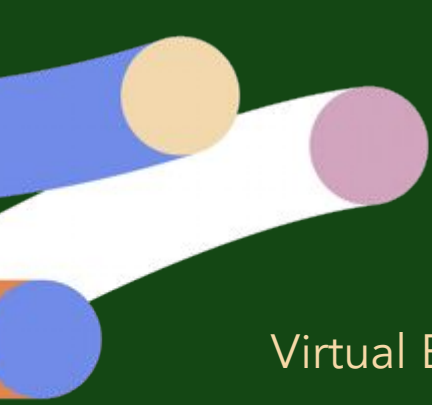
Headline \*  
Virtual Experience Program Participant at [Company Name]

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



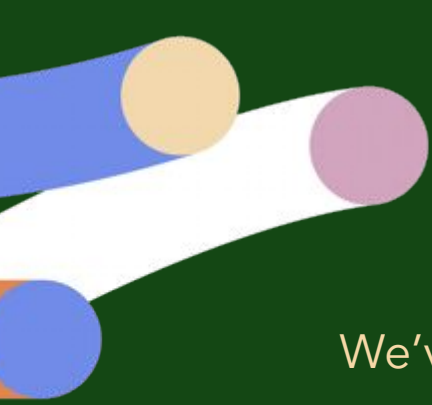
Instagram



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.

- 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.

**Lucas Sebastian C.** • 3rd+  
Software Engineer Intern at Astronautics Corporation of America  
2w • 🌐

Very thankful to have been given the opportunity to complete the [JPMorgan Chase & Co. Software Engineering Virtual Internship](#), provided by [InsideSherpa](#). The course provided me an excellent opportunity to develop an understanding of what an intern at JPMC may work with in terms of data analysis and front end data visualization.  
[#jpmorganchase](#) [#insidesherpa](#) [#softwareengineering](#)

**JPMORGAN CHASE & CO.**

**Lucas Cabello**  
**Software Engineering Virtual Experience**  
Certificate of Completion  
May 29th, 2020

Over the period of May 2020, Lucas Cabello has completed practical task modules in:  
Establishing Financial Data Needs  
Insurance Risk Development  
Data Visualization with Respective

LinkedIn Verification Code: 9322021342702146 | Other Verification Code: 9277019142002094 | Issued by: InsideSherpa

👍 🎉 🗨️ 20 • 1 Comment

**Reactions**

👍 🎉 🗨️ 🌐 🎉 🗨️ 🌐 🎉 🗨️ 🌐 🎉 🗨️ 🌐 🎉 🗨️ 🌐 🎉 🗨️ +12

👍 Like 🗨️ Comment ➦ Share Most Relevant ▾

**Jessica Livon** • 2nd  
Campus Recruiting Sourcer  
Awesome job, Lucas, congrats!  
1w ...



- 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.



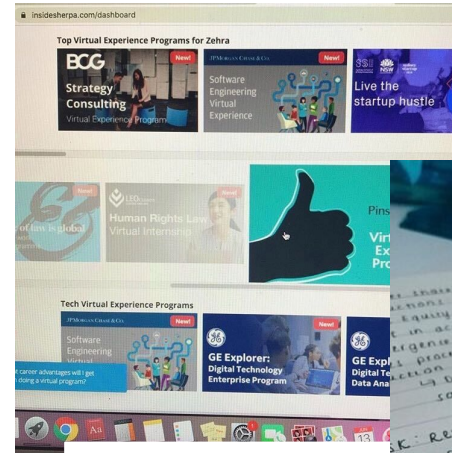
**Yash Vats** @YashVat19539112 · 2d

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.



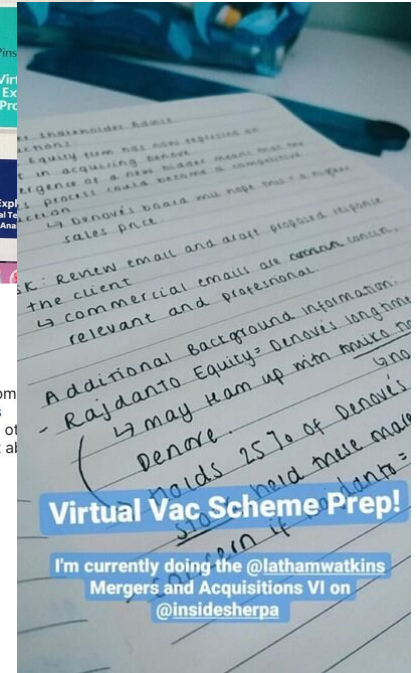
# Instagram

- 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 going to put in my highlights but at the moment...



# 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](mailto:help@theforage.com).



Created with  by Forage

