



## Referencing Policy

---

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



## Welcome to the GVI 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](#)

# RESUME

## 1. CV Policy

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

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.**

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

**Bowen Luk**

**CONTACT DETAILS**

---

Mobile: 010 6983 6888  
 Email: bowen.luk@gmail.com  
 Address: Suite 202, No 7, Jianguomen Nei Street, Beijing, 100005  
 Current Position: Legal Aid Intern

**EDUCATION**

---

Tsinghua University 2019 – Current (expected graduation 2023)  
 Bachelor of Law & Bachelor of Arts  
 • Weighted Average Mark 67.5  
 • Dean's scholarship award

Shenzhen Middle School 2017 – 2019  
 • 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 prioritization through managing multiple reporting lines and meeting competing deadlines

**EXTRACURRICULAR & ACADEMIC ACTIVITIES**

---

**COMPANY NAME Virtual Experience Program (2020) - (INSERT APPROX hours)**

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

**Tasks Completed**

- Task A
- Task B
- Task C
- Task D



### 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 GVI.

Tasks Completed include:

- Task A
- Task B
- Task C

A person is holding a tablet computer. The screen displays a LinkedIn profile page with the text "Make your professional life" visible. The background is a dark blue gradient.

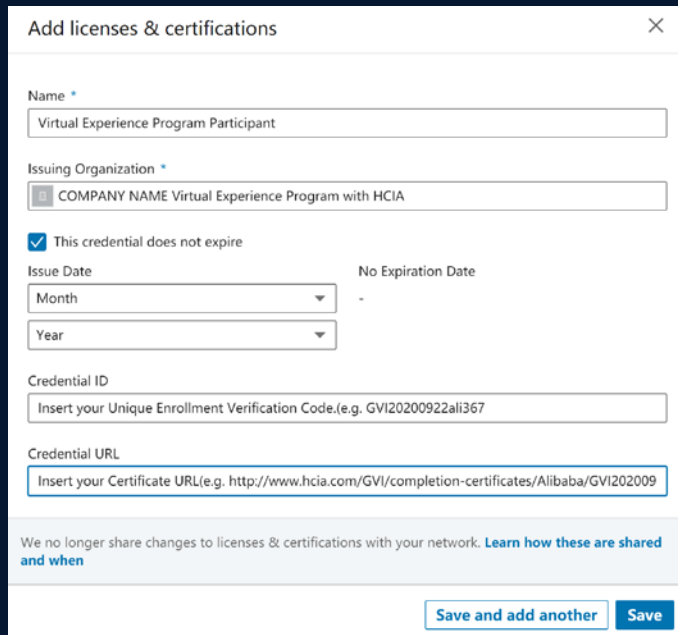
## 2. LinkedIn Policy

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

**X** 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 \*

COMPANY NAME Virtual Experience Program with HCIA

This credential does not expire

Issue Date No Expiration Date

Month -

Year -

Credential ID

Insert your Unique Enrollment Verification Code.(e.g. GVI20200922ali367)

Credential URL

Insert your Certificate URL(e.g. http://www.hcia.com/GVI/completion-certificates/Alibaba/GVI20200922ali367)

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 HCIA]

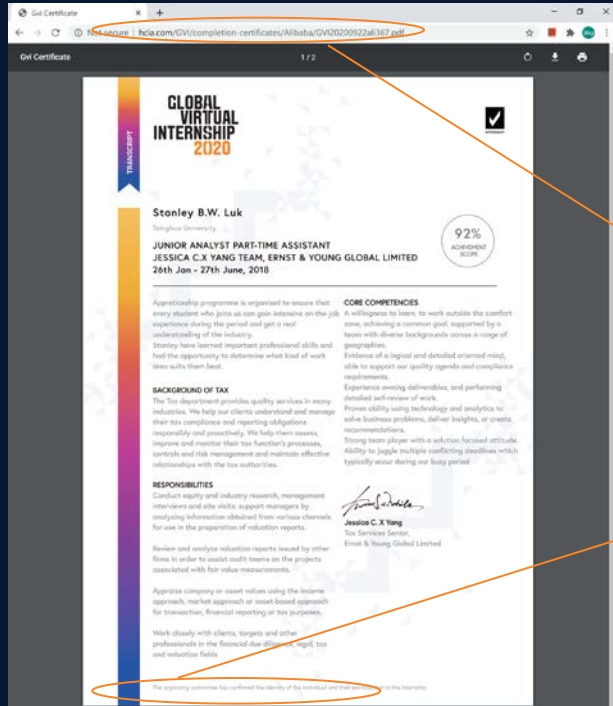
**Credential ID:** [Insert your Unique Enrollment Verification Code.(e.g. GVI20200922ali367 )]

**Credential URL:** [Insert your Certificate URL(e.g. http://www.hcia.com/GVI/completion-certificates/Alibaba)]





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



### Add licenses & certifications

Name \*

Issuing Organization \*

This credential does not expire

Issue Date No Expiration Date

Month  -

Credential ID

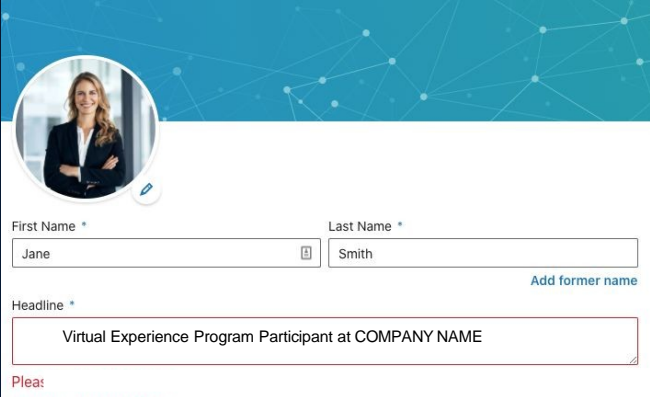
Credential URL

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

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 image shows a screenshot of a LinkedIn profile editing form. At the top, there is a blue header with a network diagram. Below the header is a circular profile picture of a woman with blonde hair, wearing a dark blazer over a white shirt. To the right of the profile picture is a small blue pencil icon. Below the profile picture are two input fields: "First Name \*" with the value "Jane" and "Last Name \*" with the value "Smith". To the right of the "Last Name" field is a link that says "Add former name". Below these fields is a "Headline \*" field with the text "Virtual Experience Program Participant at COMPANY NAME". At the bottom left of the form, the word "Please" is partially visible.

## 3. Social media

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



Linkedi  
n

02



Twitte  
r

03



Instagra  
m

04



Blog  
Posts

05



TikTo  
k

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.

## 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 [info@lbx.org](mailto:info@lbx.org)

Created by LBX.org.,