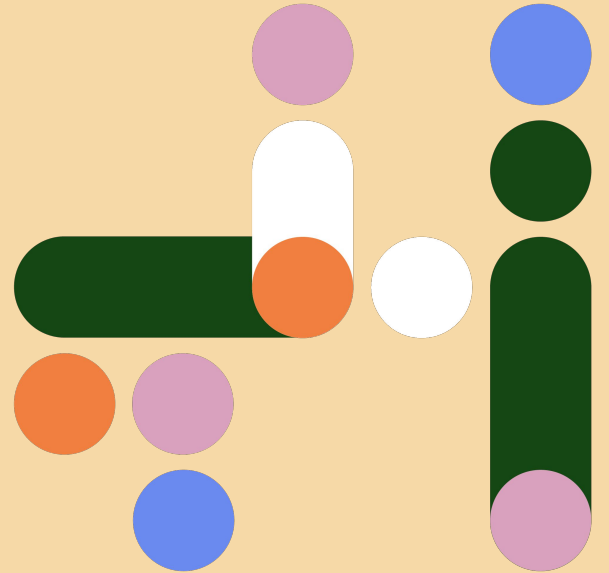




Forage

# Referencing Policy

How to showcase your participation in Forage's Virtual Experience Programs on your resume and LinkedIn



# Welcome to Forage's Referencing Policy!

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

1. Resume



2. LinkedIn



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, "Professional Experience:" is partially visible, along with "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: Resume Policy

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

# How to add a virtual experience to your resume

- Recruiters will look for additional projects and experience on your resume, so remember to update your resume upon completion of each virtual experience program.
- Add your participation in the virtual experience program to the section of your resume or CV under 'Extracurricular Activities', 'Projects', 'Certifications' or 'Achievements'.
- Please do not include the programs under 'Experience' or 'Employment history' as this should be reserved for roles where you have signed an employment contract with a company.
- Refer to your Virtual Experience Programs using the wording provided below:

---

## Certifications

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

---

### *Examples:*

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.

BCG Strategy Consulting Virtual Experience Program on Forage - July 2022

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



## Section 2: LinkedIn Policy

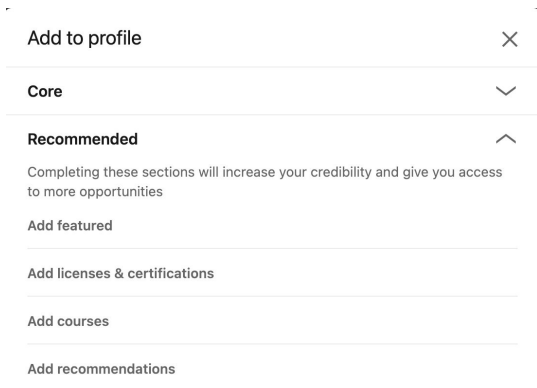
Upon completion of a Virtual Experience Program, you may add it to your LinkedIn profile in accordance with this policy.

# How to add a virtual experience to your LinkedIn

- Add your participation in the virtual experience program to the 'Licenses & certifications' section of LinkedIn.
- Do not include the program under 'Experience' or 'Employment history'.
- Refer to your Virtual Experience Program using the wording provided below:

1

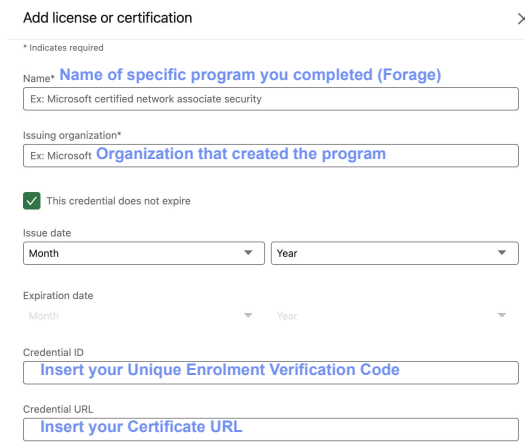
Select 'Add licenses & certifications' to add this segment to your LinkedIn profile



A screenshot of the LinkedIn profile navigation menu. The menu items are: 'Add to profile', 'Core', 'Recommended', 'Add featured', 'Add licenses & certifications', 'Add courses', and 'Add recommendations'. The 'Add licenses & certifications' option is highlighted with a blue background.

2

Complete the fields as shown below

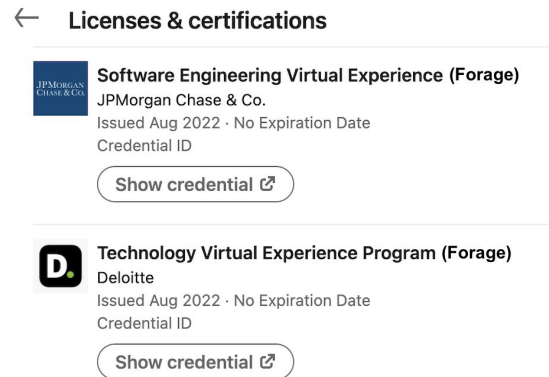


A screenshot of the LinkedIn 'Add license or certification' form. The form fields are: 'Name\*' (with placeholder 'Name of specific program you completed (Forage)' and example 'Microsoft certified network associate security'), 'Issuing organization\*' (with placeholder 'Organization that created the program' and example 'Microsoft'), a checkbox 'This credential does not expire' (checked), 'Issue date' (Month and Year dropdowns), 'Expiration date' (Month and Year dropdowns), 'Credential ID' (with placeholder 'Insert your Unique Enrolment Verification Code'), and 'Credential URL' (with placeholder 'Insert your Certificate URL').

Save

3

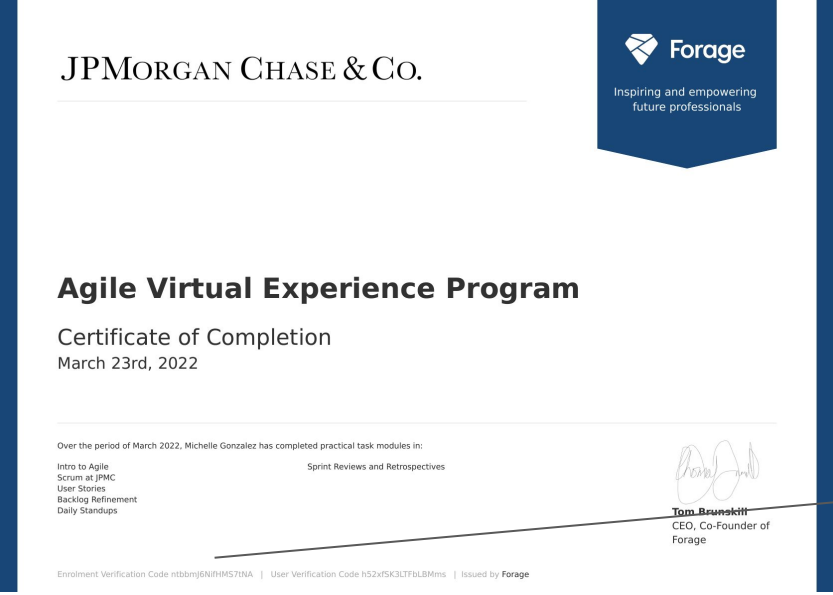
See example of Forage programs on a LinkedIn profile below



A screenshot of the LinkedIn 'Licenses & certifications' section. It shows two examples of virtual experience programs. The first is 'Software Engineering Virtual Experience (Forage)' by JPMorgan Chase & Co., issued Aug 2022 with no expiration date. The second is 'Technology Virtual Experience Program (Forage)' by Deloitte, also issued Aug 2022 with no expiration date. Both examples have a 'Show credential' button with an external link icon.

# Where to find your certificate's "Credential ID"

## Forage Completion Certificate



## License or certification segment on LinkedIn

Add license or certification ✕

\* Indicates required

Name\*

Issuing organization\*

This credential does not expire

Issue date

Expiration date

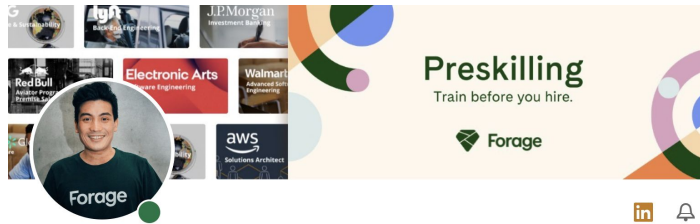
Credential ID

Credential URL

Save

# How to update your LinkedIn headline

- Your professional headline is the text below your name in the introduction section on your profile. It's displayed in search results and can be separate from the title of your current position. Your headline is usually created when you add a new and current position to your profile, and it can be used to promote an area of expertise.
- You can add “[Company Name] [Program Name] Virtual Experience participant” to your headline.
- Find the instructions to edit your LinkedIn headline [here](#).





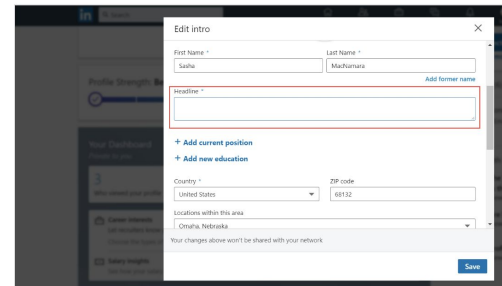
**Pasha Rayan** · 1st  
Co-founder and CTO at Forage (YCW19)  
San Francisco Bay Area · [Contact info](#)  
500+ connections

116 mutual connections: Philippe Hong, Aimee Young, and 114 others

An example headline: *JPMorgan Chase Software Engineering Virtual Experience participant*

To edit your professional headline:

- 1 Click the  Me icon at top of your LinkedIn homepage.
- 2 Click **View Profile**.
- 3 Click the  Edit icon in your introduction section.
- 4 In the **Edit intro** pop-up window, make your changes in the **Headline** field.



- 5 Click **Save**.





# 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 with 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! We always try to like, share and comment on as many posts as possible to help your posts be seen by our network of world leading organizations and recruiters.



# How to create a LinkedIn post

- Share your certificate and a story about your experience as a LinkedIn post. Recruiters 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.
- Find the instructions on how to post an update on LinkedIn [here](#).

**Kevin Lopez Pelaez** · 2nd  
Senior at William & Mary | Policy Intern in Federal Cons...  
1w · 🌐

I'm excited to have recently completed **Accenture's** Strategy Consulting Virtual Experience program in collaboration with **Forage**. The program provided great insight into the life of a strategy analyst and highlighted strategic planning, outcome analysis, and impact assessment - all important skills in any part of consulting!

#accenture #forage #accenturefederalservices #thankyou

**Kevin Lopez Pelaez**  
Strategy Consulting Virtual Experience  
Certificate of Completion  
August 21st, 2022

Over the period of August 2022, Kevin Lopez Pelaez has completed practical task modules in:  
Set Project Priorities  
Identify a Plan  
Get Journal Feedback  
Deliver an Outcome  
Reflect on the Experience

Choose Your Language  
Participate in a Speed Assessment

**Caroline Daubley**  
Managing Director  
North America  
Recruiting

**Tom Brunsell**  
CEO, Co-Founder of  
Forage

the400.com · 2 min read

👍👍👍 Pasha Rayan and 10 others

[Kevin Lopez Pelaez example post](#)

**Mia Barbieri** · 2nd  
Student at University of Georgia - Terry College of Business  
9h · 🌐

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 as Cybersecurity, Technical Security awareness, Problem Solving, Data Analysis, Design Thinking, Data Presentation and more!

**Nana Mimura**  
Software Engineering Virtual Experience  
Certificate of Completion  
August 9th, 2022

Over the period of August 2022, Nana Mimura has completed practical task modules in:  
Identify with clients your own data flow  
Use JPMorgan Chase Formstack and tools  
Design and create the system

**Caroline Daubley**  
Managing Director  
North America  
Recruiting

**Tom Brunsell**  
CEO, Co-Founder of  
Forage

the400.com · 2 min read

👍👍👍 John DeNavi and 16 others

[Mia Barbieri example post](#)

**Nana Mimura** · 2nd  
Cal Poly Pomona Computer Science recent grad!  
1mo · 🌐

Happy to share that I recently completed the **JPMorgan Chase & Co.** Software Engineering Virtual Experience, provided by **Forage**. This program allowed me to develop a better understanding of data analysis and front-end visualization. Grateful for this opportunity!  
[#softwareengineering](#) [#jpmorganchase](#) [#forage](#) [#dataanalysis](#) [#datavisualization](#)

**Nana Mimura**  
Software Engineering Virtual Experience  
Certificate of Completion  
August 9th, 2022

Over the period of August 2022, Nana Mimura has completed practical task modules in:  
Identify with clients your own data flow  
Use JPMorgan Chase Formstack and tools  
Design and create the system

**Caroline Daubley**  
Managing Director  
North America  
Recruiting

**Tom Brunsell**  
CEO, Co-Founder of  
Forage

the400.com · 2 min read

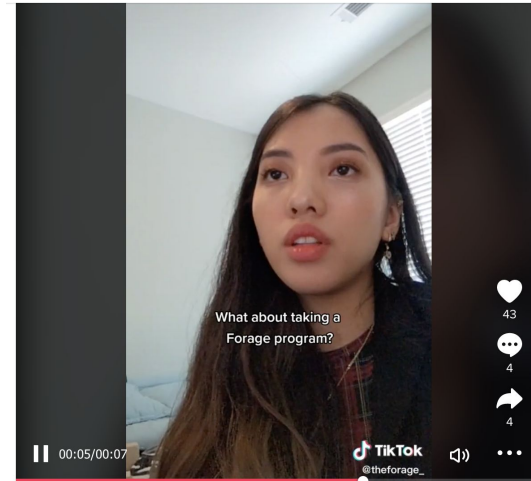
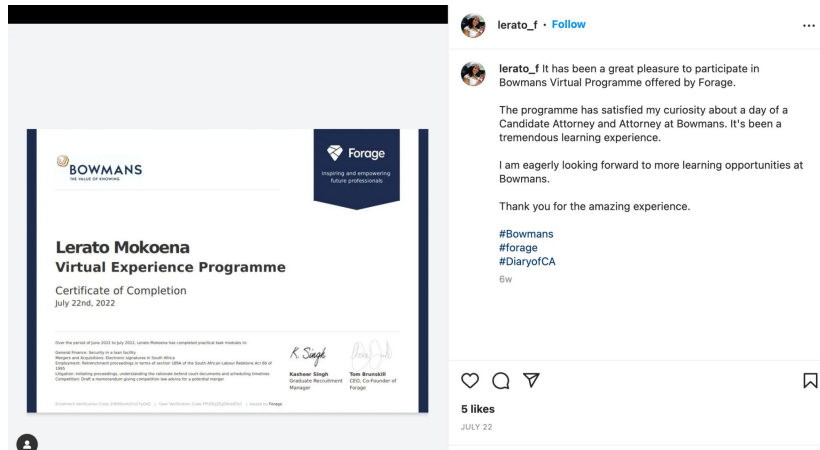
👍👍👍 Jack Skinner and 44 others

[Nana Mimura example post](#)



# Twitter, Instagram and TikTok

- A great way to share that positive feeling of completing a program is by tweeting about it, adding it to your Instagram stories, or posting a TikTok video.
- We challenge you to get creative with it!



some of y'all be like this even though students who take our free programs are 2-5x more likely to land a job with our partners #Classof2021 #careers

[TikTok: @theforage](https://www.tiktok.com/@theforage)

Got more questions?

Reach out to [help@theforage.com](mailto:help@theforage.com).



**Forage**

