



**CATÓLICA
LISBON**
B/SINESS & ECONOMICS

LEADING TODAY.
INSPIRING TOMORROW.

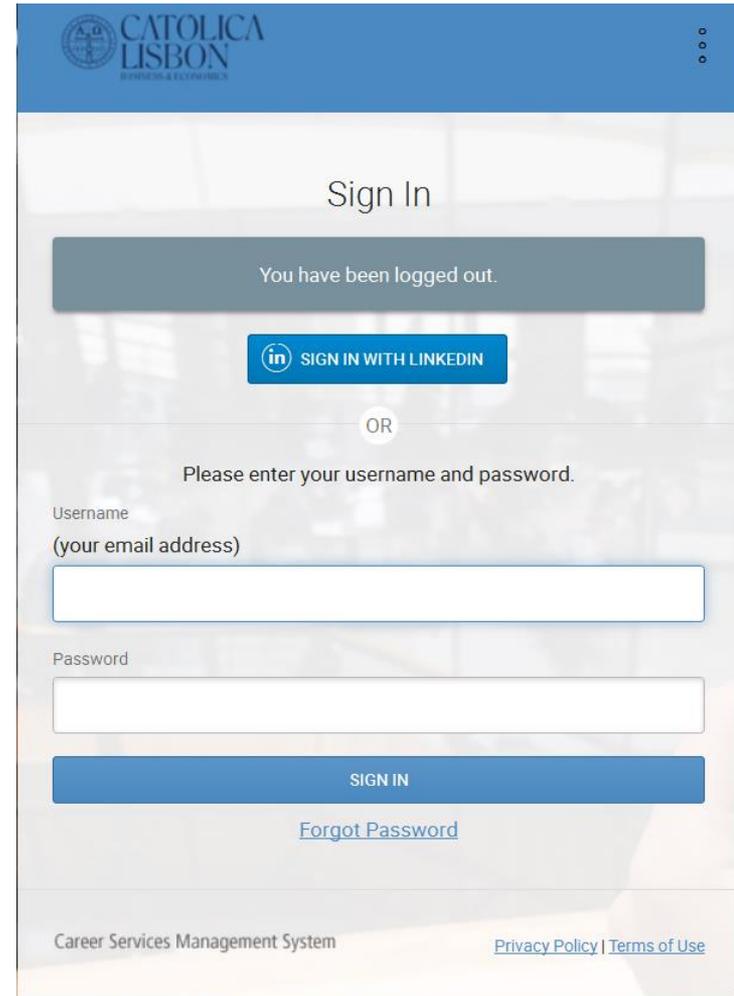
How to check and apply for Summer Internship Opportunities



CATÓLICA-LISBON Career Development Office (CDO)

1. Log in at careerNETwork platform

<https://catolica-lisbon-csm.symplicity.com/students>



CATOLICA
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Sign In

You have been logged out.

 SIGN IN WITH LINKEDIN

OR

Please enter your username and password.

Username
(your email address)

Password

SIGN IN

[Forgot Password](#)

Career Services Management System [Privacy Policy](#) | [Terms of Use](#)

2. Make sure your details and CV are up-to-date in the careerNETwork platform.

Make sure your CV is without typos and targeted to the position you are applying for

[Insert optional photo here]

[FIRST NAME] [LAST NAME]

Date of birth: [year-month-day] | Nationality: [your nationality]
 Address: [street address], [zip code, including city], [country]
 Tel: [contact number with international code] | E-mail: [email address you read frequently]
 LinkedIn: [link for LinkedIn profile] | Skype ID:

EDUCATION

CATÓLICA LISBON School of Business and Economics, Lisbon - Portugal [date of graduation]

#23 in Europe according to the 2016 FT ranking

[your degree, e.g., International Master in Business Administration], [your major, if applicable, e.g., Major in Marketing]

- [achievement, e.g., grades, awards, relevant course work]
- [other information that might be relevant for the position you are applying to, e.g., Programme fully taught in English]

[SCHOOL NAME], [city] – [country] [date of graduation]

[relevant school descriptor for the employer, if any]

[your degree, e.g., Exchange Programme]

- [achievement e.g., grades, awards, relevant course work]
- [other information that might be relevant for the position you are applying to, e.g., Programme fully taught in English]

[SCHOOL NAME], [city] – [country] [date of graduation]

[relevant school descriptor for the employer, if any]

[your degree, e.g., Undergraduate degree in Civil Engineering]

- [achievement e.g., grades, awards, relevant course work]

[SCHOOL NAME, e.g., ST. JULIANS SCHOOL], [city] – [country] [date of graduation]

[your degree, e.g., High School Diploma]

- [achievement e.g., grades, awards, relevant course work]

WORK EXPERIENCE

[COMPANY NAME] [start date]-[end date]

[position, e.g., Marketing Summer Trainee], [Department, e.g., Marketing Department], [city] – [country]

- [achievement / value added / skills developed, e.g., Contributed to decrease travel costs by 10%, by developing a cost control system that calculates the travel cost per vehicle; Acquired knowledge of the diverse aspects of the business including client interaction, product development and managerial accounting by undertaking rotational responsibilities]
- [achievement / value added / skills developed]

[COMPANY NAME] [start date]-[end date]

[position, e.g., Summer Analyst], [Department, e.g., Investment Banking Division], [city] – [country]

- [achievement / value added / skills developed]
- [achievement / value added / skills developed]

SKILLS

English: [describe all languages you speak and respective levels according to the Common European Framework (A1 to C2) and relevant certificates, e.g., Independent user in Understanding, Speaking and Writing (B1-level); Certificate of Proficiency in English (CPE-2008)]

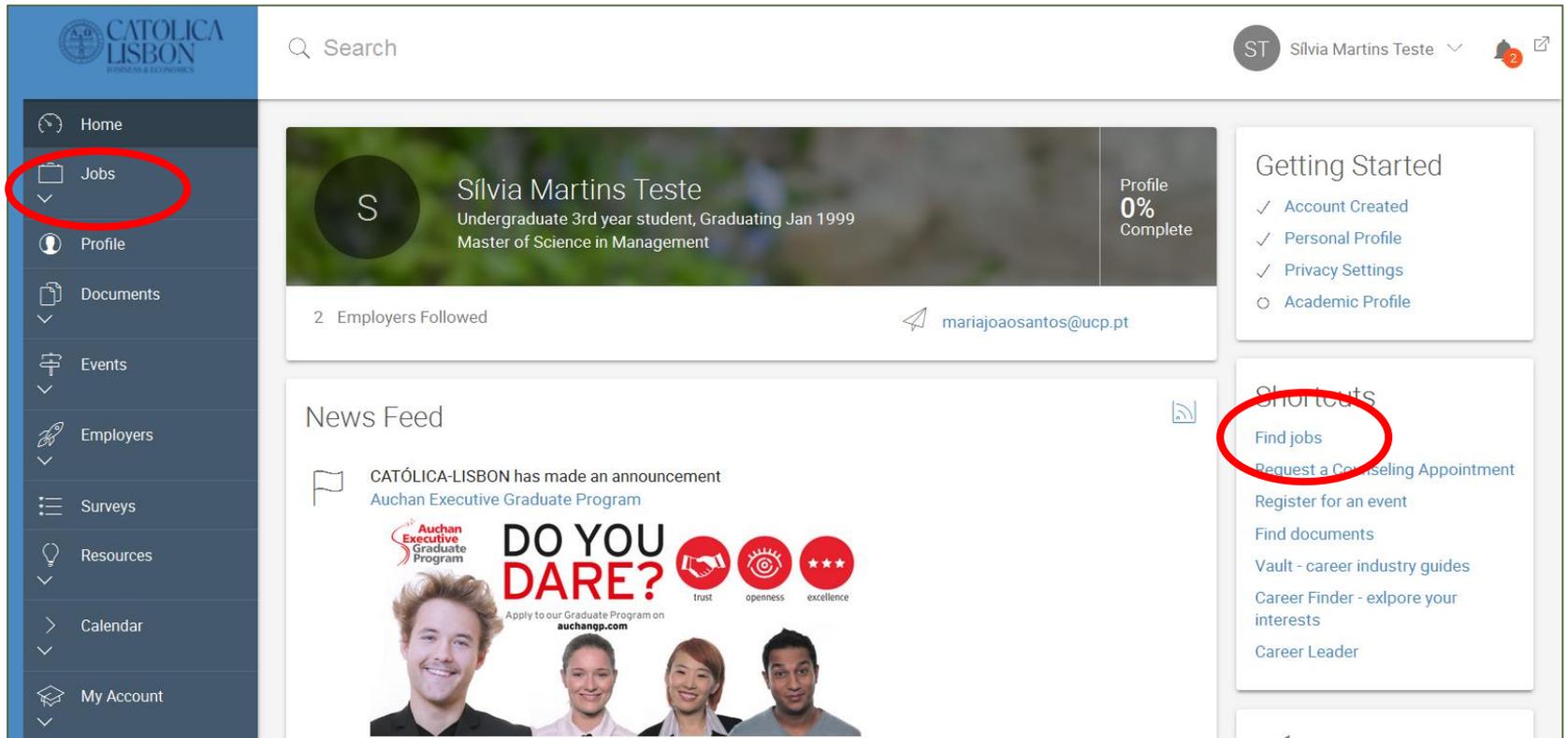
French: [level according to the Common European Framework (A1 to C2) and relevant certificates]

Computer: [description of skill and relevant certificates e.g., Strong skills MS Office, Access, SPSS, and SAP]

ACTIVITIES AND INTERESTS

- [achievement / value added / skills developed, e.g.:
- Stock market investments: generated a return of 30% over 18 months by actively trading personal and family funds in global equity markets including NYSE, Deutsche Borse and Warsaw stock exchange
- Sports: Played Federal Football for 6 years, won national and international championships, and was team captain for 2 years; trained for the 2010 Virgin London Marathon; member of Portuguese national tennis team, ranked #4 in country
- Rock music: vocalist with a rock band; performed live concerts for 200+ attendees

3. Go to jobs



The screenshot shows the user profile page for Sílvia Martins Teste. The left sidebar contains navigation options: Home, Jobs (circled in red), Profile, Documents, Events, Employers, Surveys, Resources, Calendar, and My Account. The main content area includes a profile header with the user's name, degree, and graduation date, a progress indicator for profile completion (0%), and a list of employers followed (2). Below this is a 'News Feed' section featuring an announcement for the 'Auchan Executive Graduate Program' with the slogan 'DO YOU DARE?' and icons for trust, openness, and excellence. On the right side, there are two panels: 'Getting Started' with a checklist of tasks (Account Created, Personal Profile, Privacy Settings, Academic Profile) and 'Shortcuts' with a list of quick actions (Find jobs, Request a Counseling Appointment, Register for an event, Find documents, Vault - career industry guides, Career Finder - explore your interests, Career Leader). The 'Find jobs' link in the Shortcuts panel is circled in red.

4. Look for Position Type: Summer Internship

The screenshot displays the Catolica Lisbon Jobs portal interface. On the left is a dark blue navigation sidebar with icons and labels for Home, Jobs, CSM Jobs, Recommended Jobs, My Job Applications, Profile, Documents, Events, Employers, Surveys, and Resources. The main content area has a light grey header with a search bar, user profile (ST Sílvia Martins Teste), and a notification bell. Below the header, the page title is 'Job Postings' with a breadcrumb 'Home / Jobs'. A horizontal menu contains tabs for JOBS, RECOMMENDED JOBS, MY FAVORITES, APPLICATIONS, and EXPIRED JOBS. The search bar contains the keyword 'summer' and a blue 'SEARCH' button. Below the search bar, it shows 'Keywords: summer' and a 'Clear All' button. The results section indicates 'Showing 1-13 of 13 results (Results as of: Monday, March 06, 2017 | 5:24 pm)' and 'SORT BY: Keyword Relevance'. The first result, 'Summer Internship 2017', is circled in red. The second result is 'Centrica Plc | Customer Operations (Summer Placement)'. The interface also shows 'Showing 20 per page' and 'Advanced Search' and 'Saved Searches' options.

Home / Jobs

Job Postings

JOBS RECOMMENDED JOBS MY FAVORITES APPLICATIONS EXPIRED JOBS

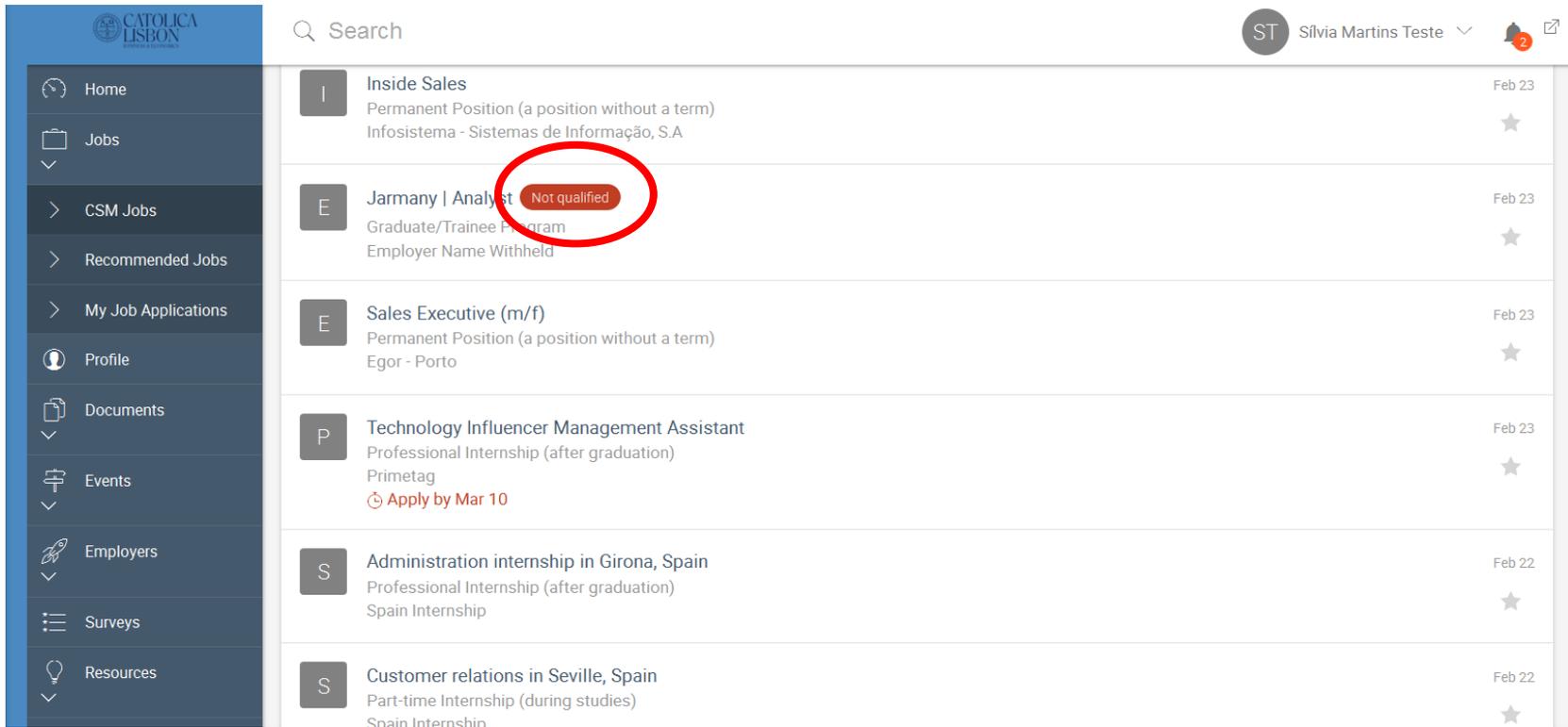
summer SEARCH Advanced Search Saved Searches

Keywords: summer Clear All

Showing 1-13 of 13 results (Results as of: Monday, March 06, 2017 | 5:24 pm) SORT BY: Keyword Relevance Showing 20 per page

- A** Summer Internship 2017
Summer Internship (during studies)
An Kearney Feb 3
- E** Centrica Plc | Customer Operations (Summer Placement)
Summer Internship (during studies)
Employer Name Withheld
Apply by Mar 14 Mar 3

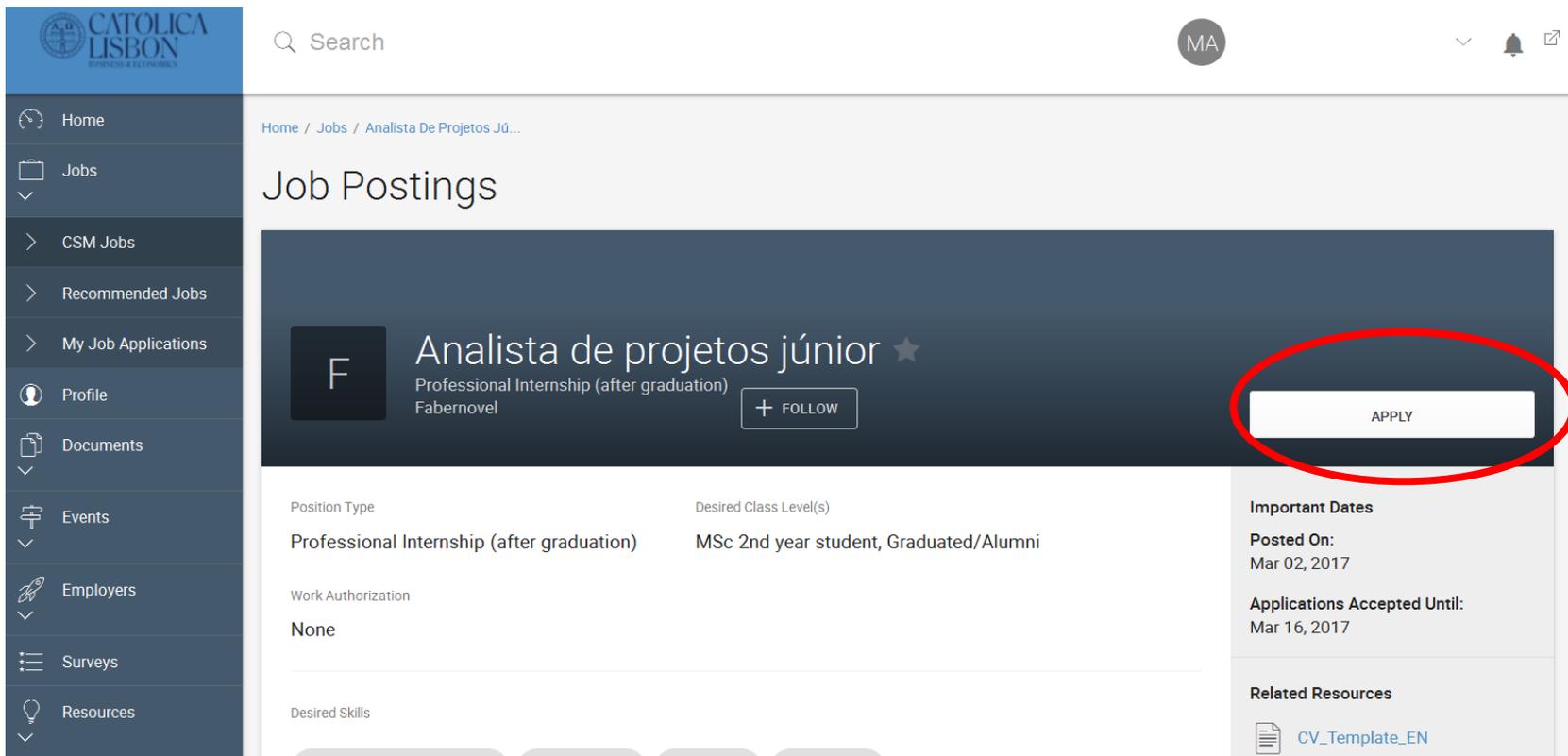
5. Check if the position fits your profile. Companies select student's profiles according to the position available.



The screenshot displays the Catolica Lisbon Jobs portal interface. On the left is a navigation sidebar with options: Home, Jobs, CSM Jobs, Recommended Jobs, My Job Applications, Profile, Documents, Events, Employers, Surveys, and Resources. The main content area shows a search bar and a list of job opportunities. The user profile 'ST Sílvia Martins Teste' is visible in the top right corner. A red circle highlights the 'Not qualified' status for the 'Jarmany | Analyst' position.

Job Title	Employer	Term	Date	Status
Inside Sales	Infosistema - Sistemas de Informação, S.A	Permanent Position (a position without a term)	Feb 23	★
Jarmany Analyst	Employer Name Withheld	Graduate/Trainee Program	Feb 23	★ Not qualified
Sales Executive (m/f)	Egor - Porto	Permanent Position (a position without a term)	Feb 23	★
Technology Influencer Management Assistant	Primetag	Professional Internship (after graduation)	Feb 23	★ Apply by Mar 10
Administration internship in Girona, Spain	Spain Internship	Professional Internship (after graduation)	Feb 22	★
Customer relations in Seville, Spain	Spain Internship	Part-time Internship (during studies)	Feb 22	★

6. Click the apply button and select the CV you want to send to the company



The screenshot displays the Catolica Lisbon Jobs portal interface. On the left is a navigation sidebar with options: Home, Jobs, CSM Jobs, Recommended Jobs, My Job Applications, Profile, Documents, Events, Employers, Surveys, and Resources. The main content area shows a breadcrumb trail: Home / Jobs / Analista De Projetos Jú... Below this is the heading 'Job Postings'. The featured job listing is for 'Analista de projetos júnior' (Professional Internship (after graduation) Fabernovel) with a '+ FOLLOW' button. A red circle highlights the 'APPLY' button. Below the job title, there are three columns of details: Position Type (Professional Internship (after graduation)), Desired Class Level(s) (MSc 2nd year student, Graduated/Alumni), and Important Dates (Posted On: Mar 02, 2017; Applications Accepted Until: Mar 16, 2017). A 'Related Resources' section at the bottom right includes a link to 'CV_Template_EN'.