



**CATÓLICA  
LISBON**  
B/SINESS & ECONOMICS

LEADING TODAY.  
INSPIRING TOMORROW.

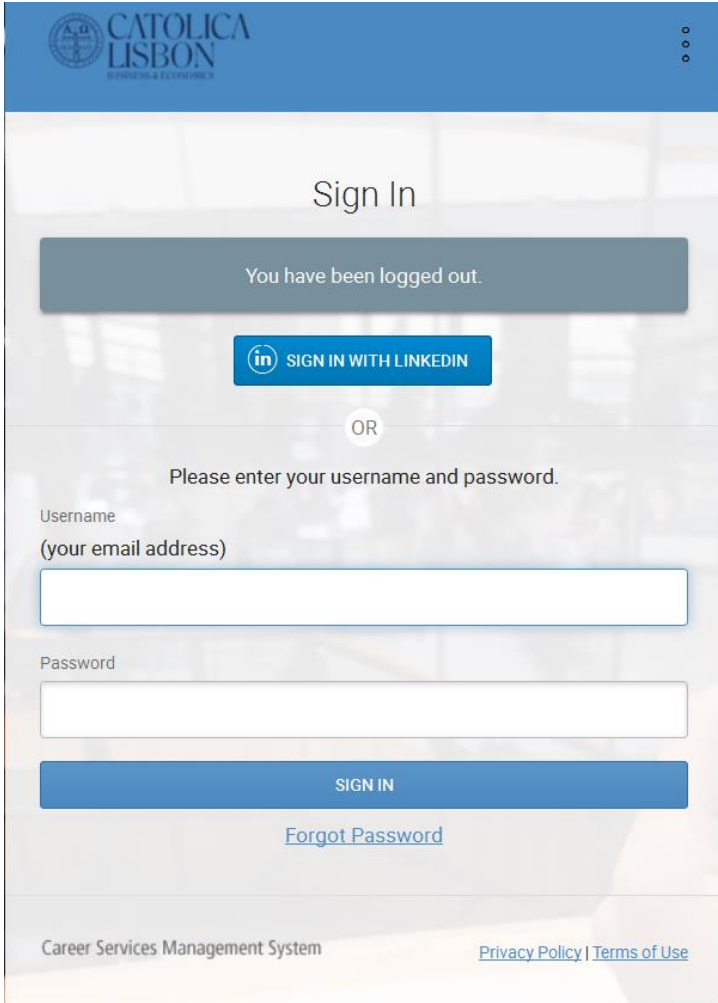
# How to check and apply for Summer Internship Opportunities



CATÓLICA-LISBON Career Development Office (CDO)

# 1. Log in at careerNETwork platform


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



The screenshot shows the login interface of the Career Services Management System. At the top, there is a blue header with the Catolica Lisbon logo and a hamburger menu icon. The main content area has a light blue background with a blurred image of a building. The title 'Sign In' is centered at the top of the form. Below it, a grey message box states 'You have been logged out.' A blue button with the LinkedIn logo and the text 'SIGN IN WITH LINKEDIN' is positioned below the message. A white circle with the text 'OR' is centered below the button. The text 'Please enter your username and password.' is centered below the 'OR' circle. The form includes two input fields: 'Username (your email address)' and 'Password'. Below the password field is a blue 'SIGN IN' button. A link for 'Forgot Password' is located below the 'SIGN IN' button. At the bottom of the page, the text 'Career Services Management System' is on the left, and 'Privacy Policy | Terms of Use' is on the right.

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

#### [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:



[Insert optional photo here]

#### EDUCATION

**CATOLICA-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]

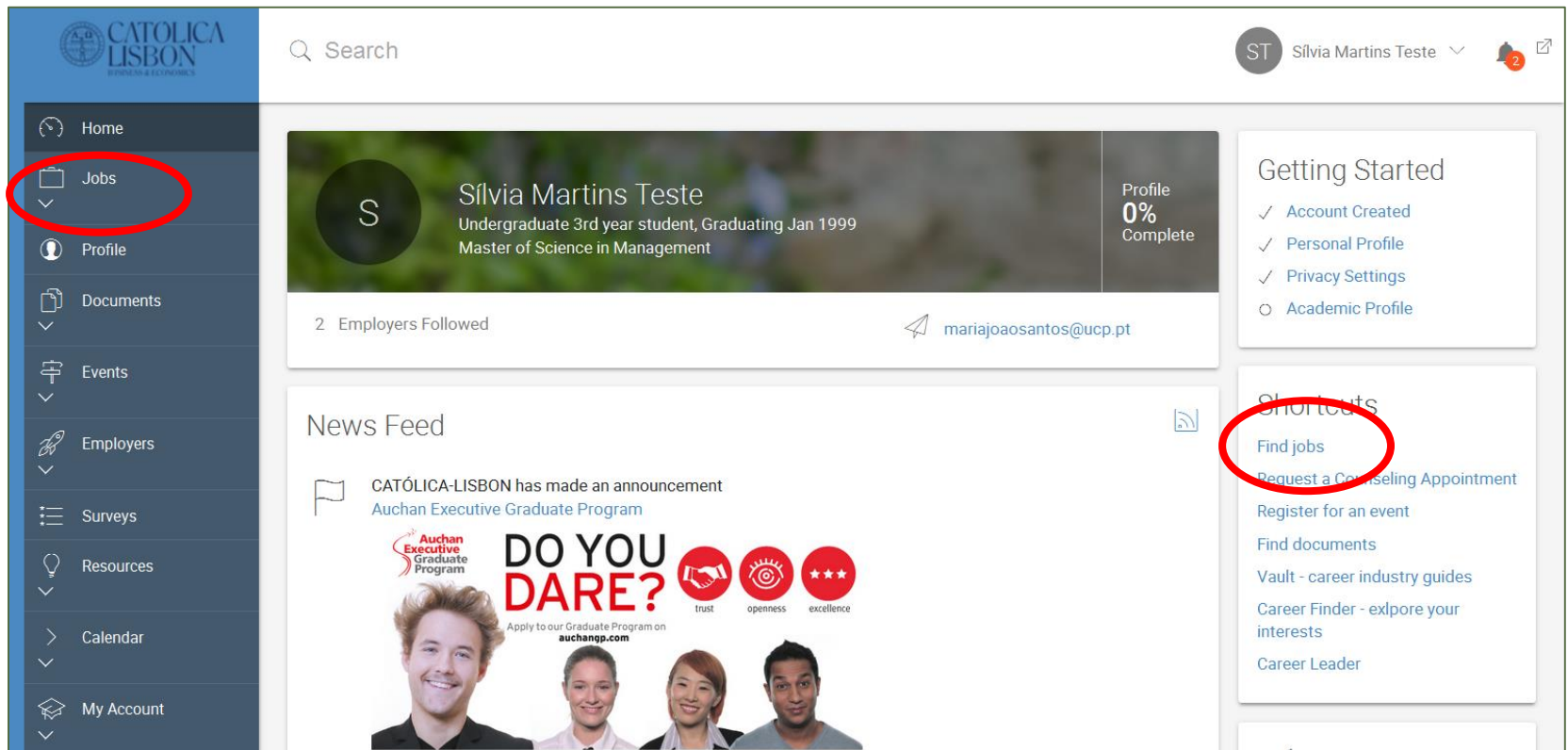
#### SKILLS

**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

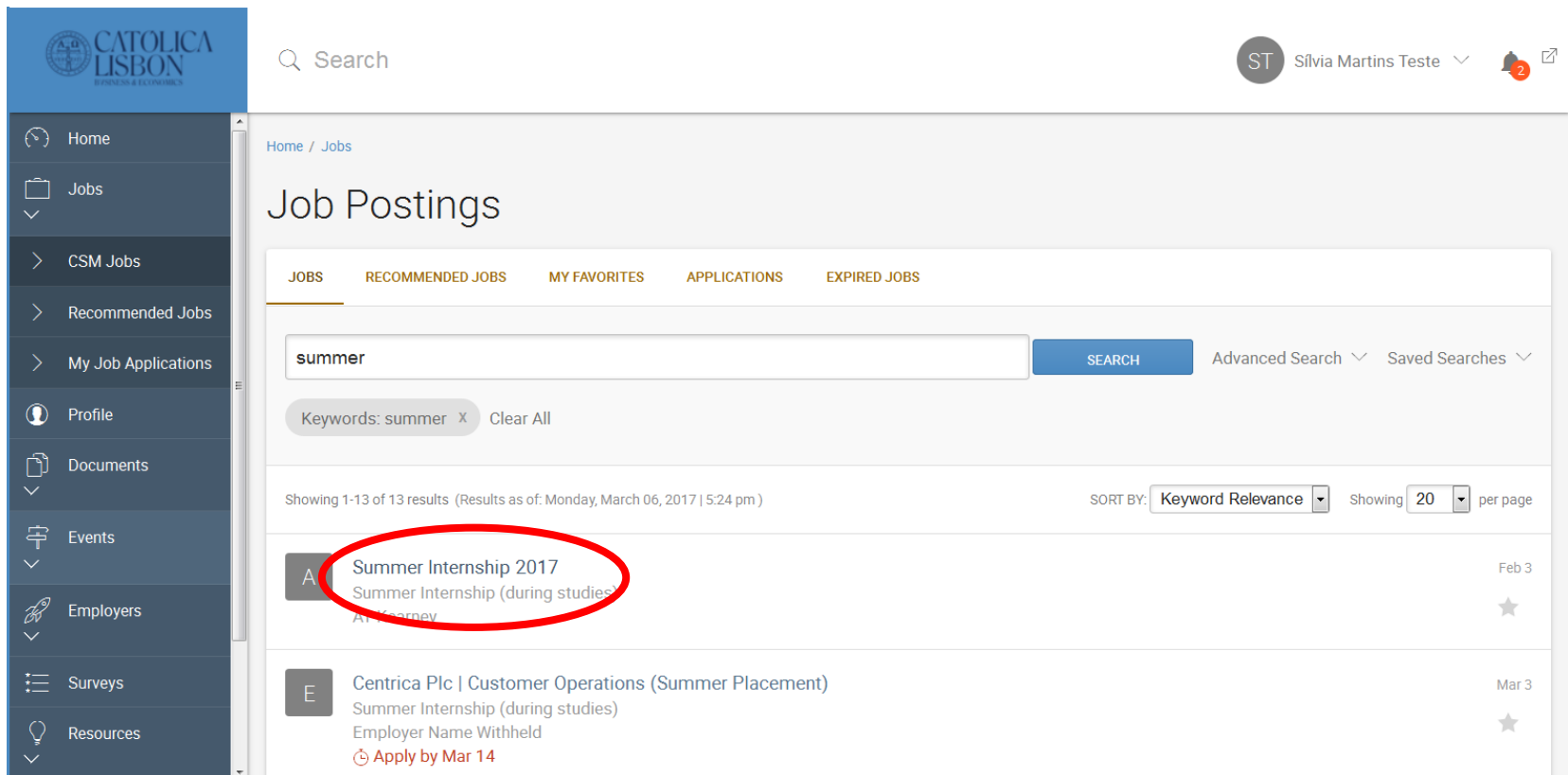
- [achievement / value added / skills developed, e.g.:
- Stock market investments: generated a return of 30% over 18 months by actively trading personal and family funds in global equity markets including NYSE, Deutsche Borse and Warsaw stock exchange
- Sports: Played Federal Football for 6 years, won 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 displays the user interface of the Católica Lisbon Career Portal. On the left is a dark blue sidebar with navigation icons and labels: Home, Jobs (highlighted with a red circle), Profile, Documents, Events, Employers, Surveys, Resources, Calendar, and My Account. The main content area at the top features a search bar and a user profile for 'Sílvia Martins Teste', an undergraduate 3rd year student. Below the profile is a 'Getting Started' section with a progress bar at 0% and a list of tasks: Account Created, Personal Profile, Privacy Settings, and Academic Profile. To the right of this is a 'Shortcuts' section with a red circle around the 'Find jobs' link, along with other options like 'Request a Counseling Appointment' and 'Register for an event'. The central 'News Feed' contains an announcement for the 'Auchan Executive Graduate Program' with the text 'DO YOU DARE?' and images of program participants.

## 4. Look for Position Type: Summer Internship



The screenshot displays the 'Job Postings' page on the Católica Lisbon Jobs portal. A search for 'summer' has been performed, resulting in 13 matches. The first result, 'Summer Internship 2017', is circled in red. The second result is 'Centrica Plc | Customer Operations (Summer Placement)'. The interface includes a sidebar with navigation links, a search bar, and filters for job status and sorting options.

**Navigation Sidebar:**

- Home
- Jobs
- CSM Jobs
- Recommended Jobs
- My Job Applications
- Profile
- Documents
- Events
- Employers
- Surveys
- Resources

**Search Bar:** Search [summer] [SEARCH] Advanced Search Saved Searches

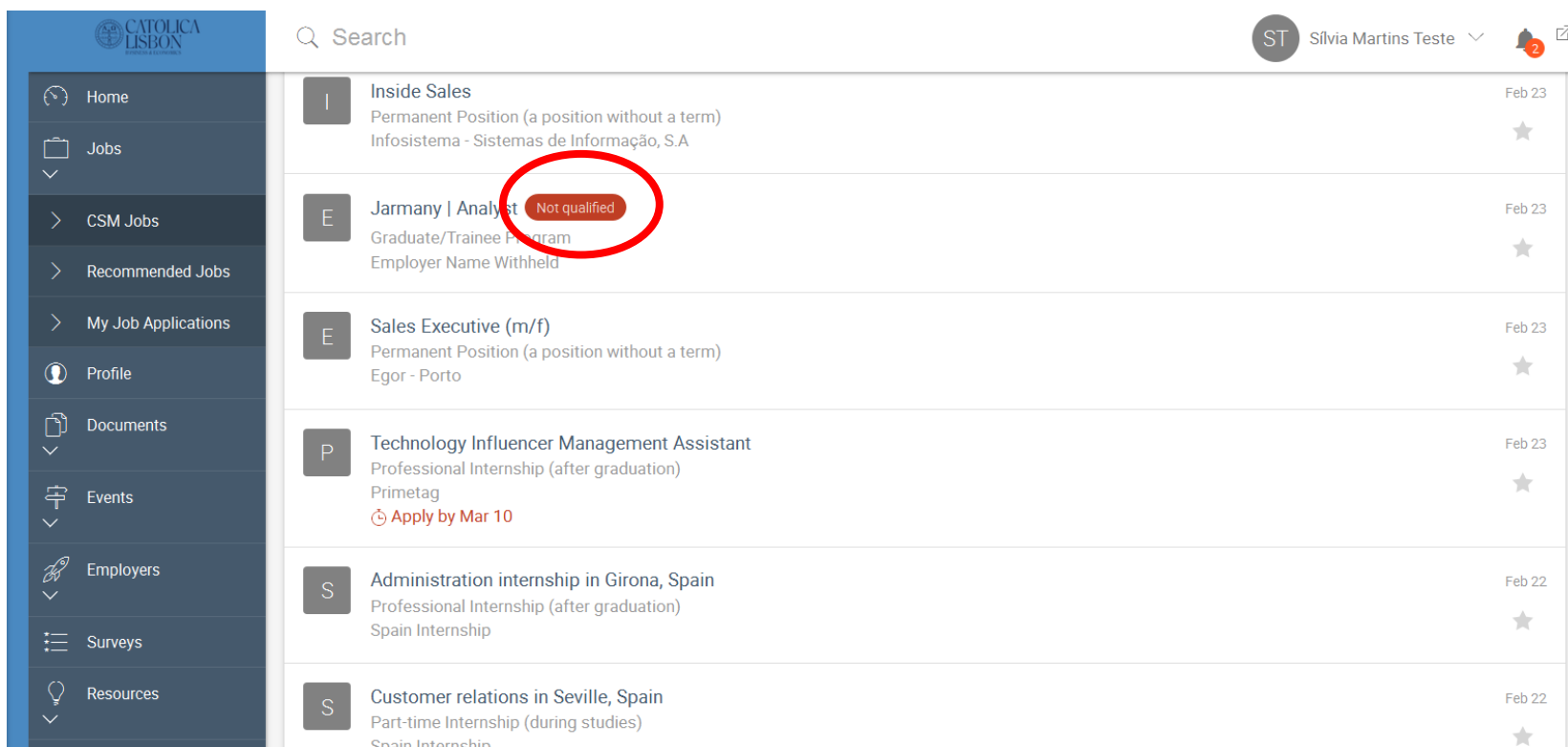
**Filters:** Keywords: summer x Clear All

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

Job Title	Date
Summer Internship 2017 Summer Internship (during studies) An (Journey)	Feb 3
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.

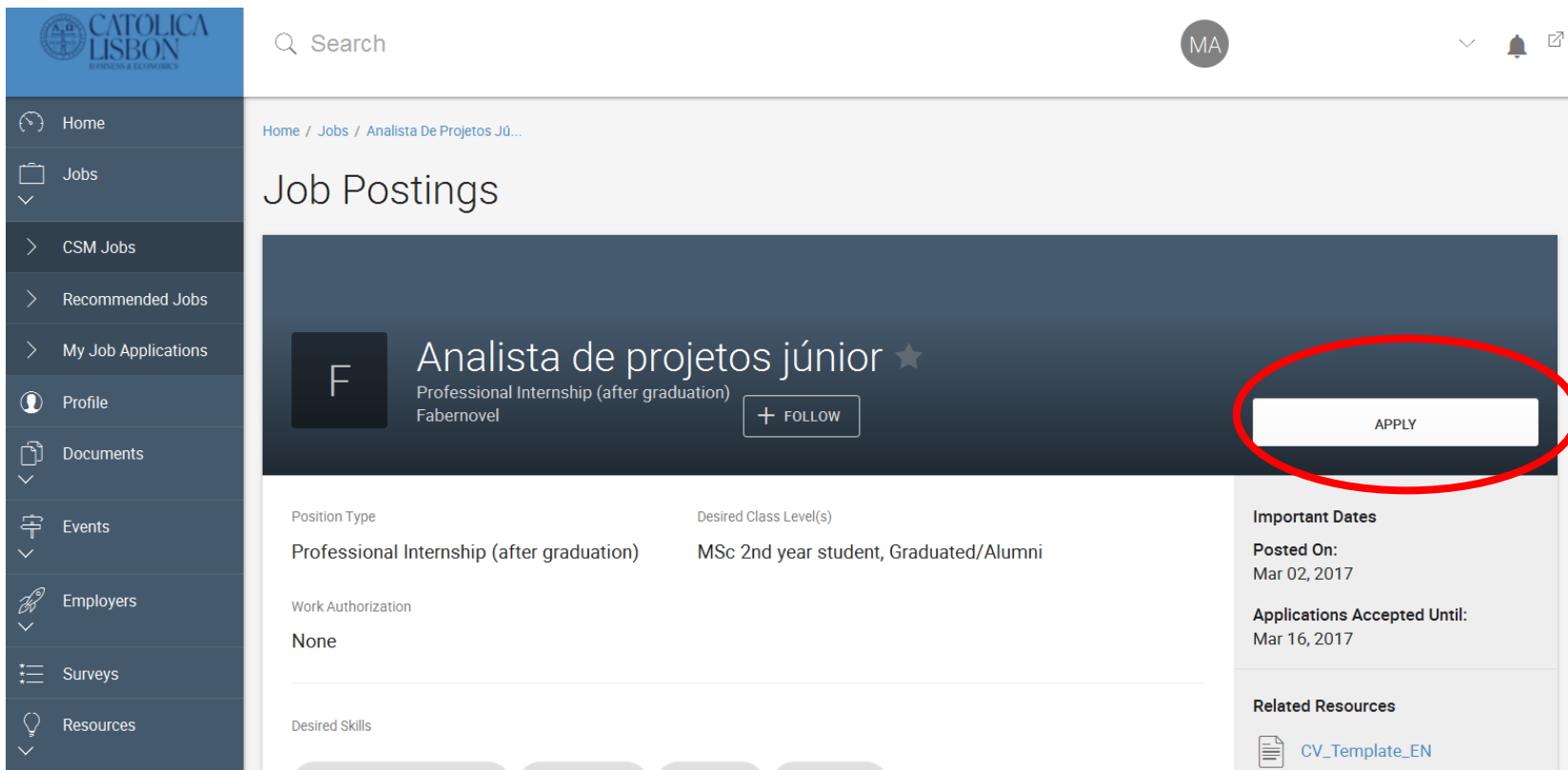
### Companies select student's profiles according to the position available.



The screenshot displays the Católica Lisbon Jobs portal interface. On the left is a navigation menu with options: Home, Jobs, CSM Jobs, Recommended Jobs, My Job Applications, Profile, Documents, Events, Employers, Surveys, and Resources. The main content area shows a list of job opportunities. The second job in the list, 'Jarmany | Analyst', is circled in red and has a 'Not qualified' status. The user's profile 'ST Sílvia Martins Teste' is visible in the top right corner.

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

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



The screenshot displays the Católica Lisbon Jobs portal interface. On the left is a dark sidebar with navigation links: Home, Jobs, CSM Jobs, Recommended Jobs, My Job Applications, Profile, Documents, Events, Employers, Surveys, and Resources. The main content area has a search bar at the top and a breadcrumb trail: Home / Jobs / Analista De Projetos Jún... Below this, the heading 'Job Postings' is visible. The featured job listing is for 'Analista de projetos júnior' by Fabernovel, categorized as a 'Professional Internship (after graduation)'. A red circle highlights the 'APPLY' button in the top right corner of the job card. Below the job card, details are provided in three columns: Position Type (Professional Internship), Desired Class Level(s) (MSc 2nd year student), 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'.

Search

MA

Home / Jobs / Analista De Projetos Jún...

### Job Postings

F

## Analista de projetos júnior ★

Professional Internship (after graduation)  
Fabernovel

[+ FOLLOW](#)

APPLY

Position Type: Professional Internship (after graduation)

Desired Class Level(s): MSc 2nd year student, Graduated/Alumni

Work Authorization: None

Desired Skills

**Important Dates**

**Posted On:** Mar 02, 2017

**Applications Accepted Until:** Mar 16, 2017

**Related Resources**

[CV\\_Template\\_EN](#)