CATÓLICA LISBON
B/SINESS & ECONOMICS

LEADING TODAY.
INSPIRING TOMORROW.

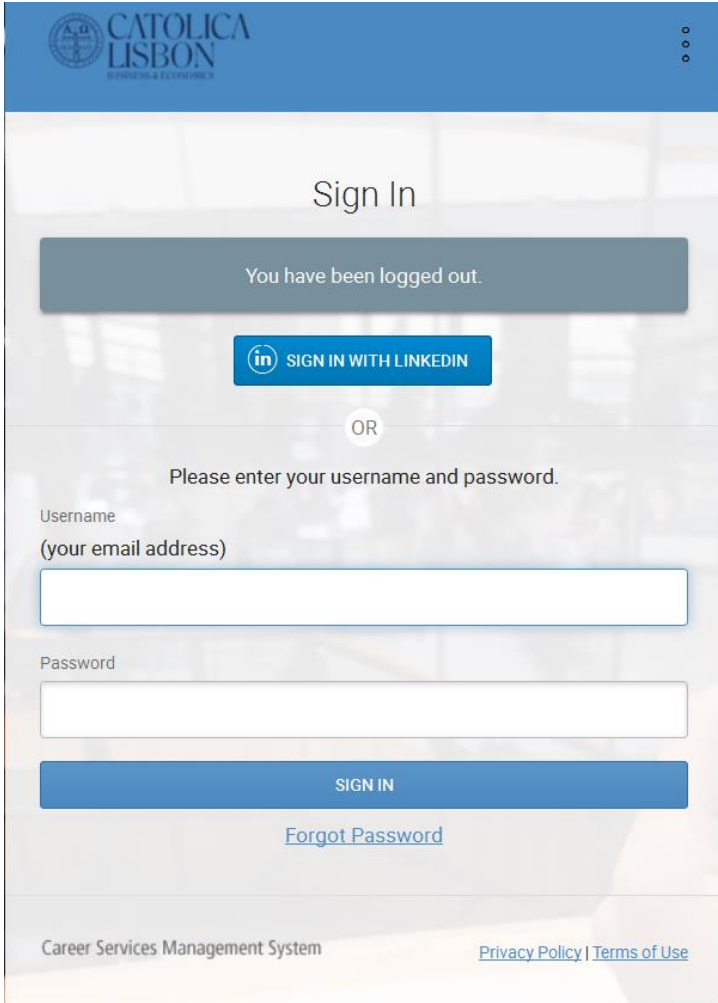# How to check and apply for Summer Internship Opportunities

1. Log in at careerNETwork platform

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

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

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]
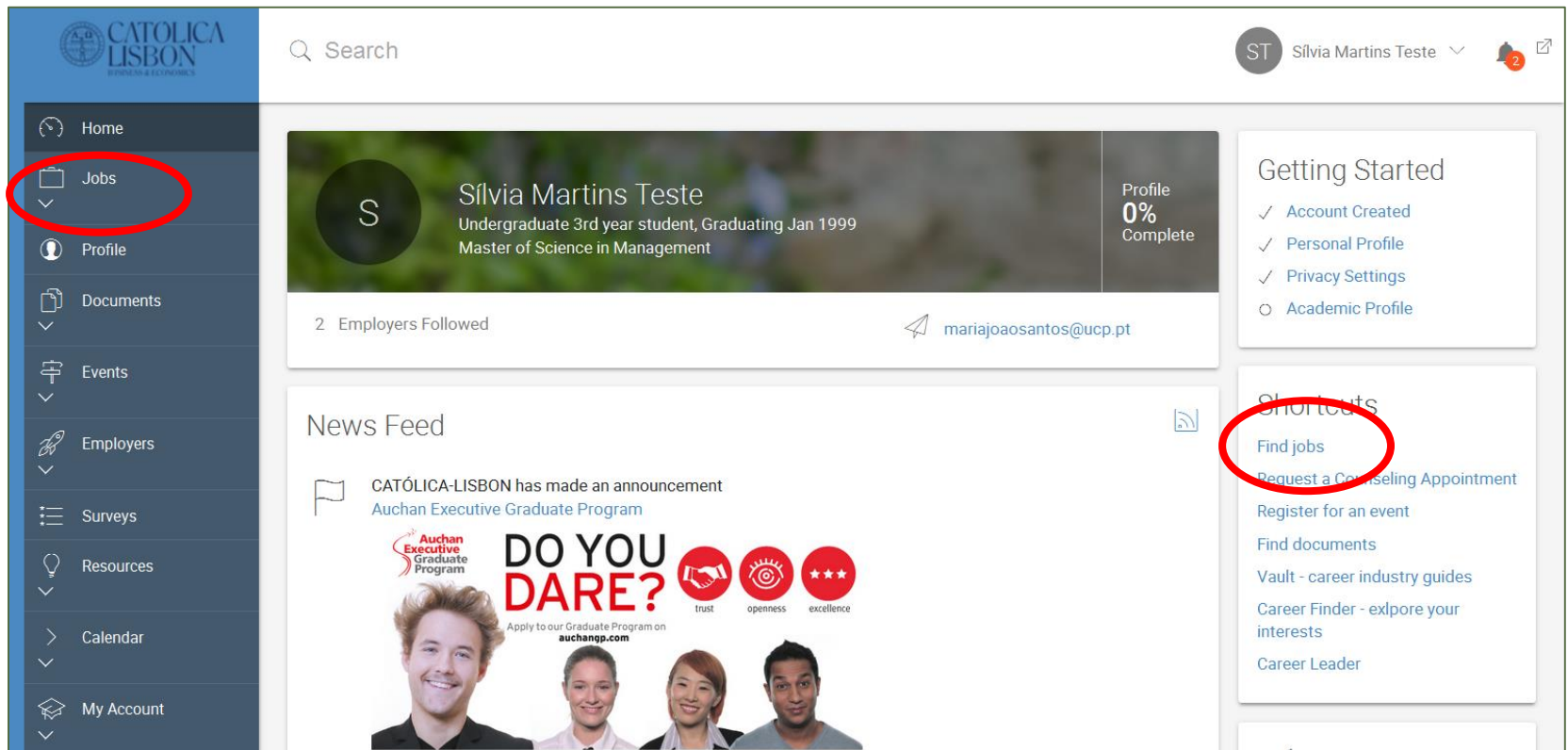- [achievement / value added / skills developed]

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]
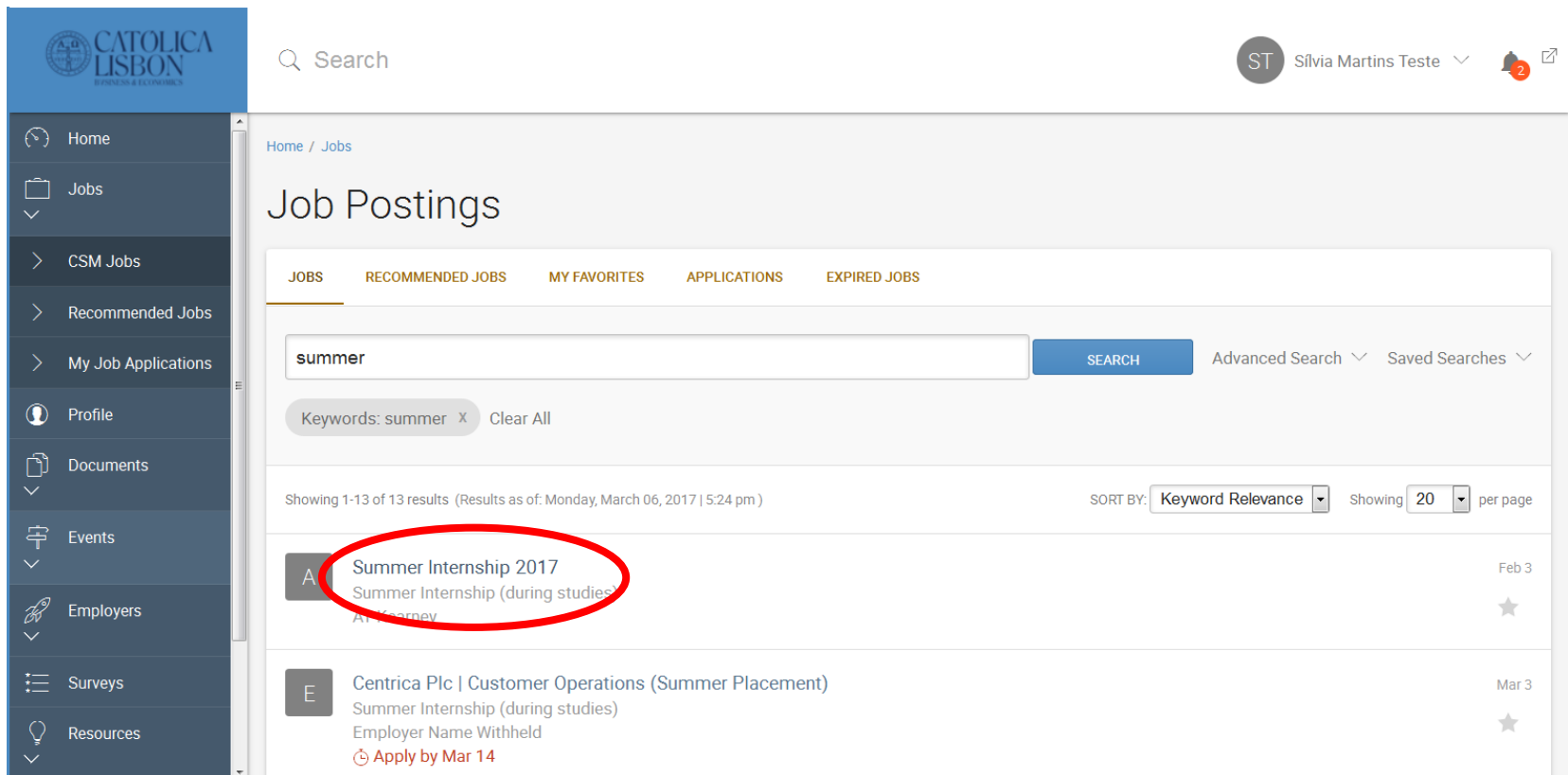
ACTIVITIES AND INTERESTS
- [achievement / value added / skills developed, e.g.:
- Stock market investments: generated a return of 30% over 18 months by actively trading personal and family funds in global equity markets including NYSE, Deutsche Borse and Warsaw stock exchange
- Sports: Played Federal 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

4. Look for Position Type: Summer Internship

5. Check if the position fits your profile.
Companies select student's profiles according
to the position available.
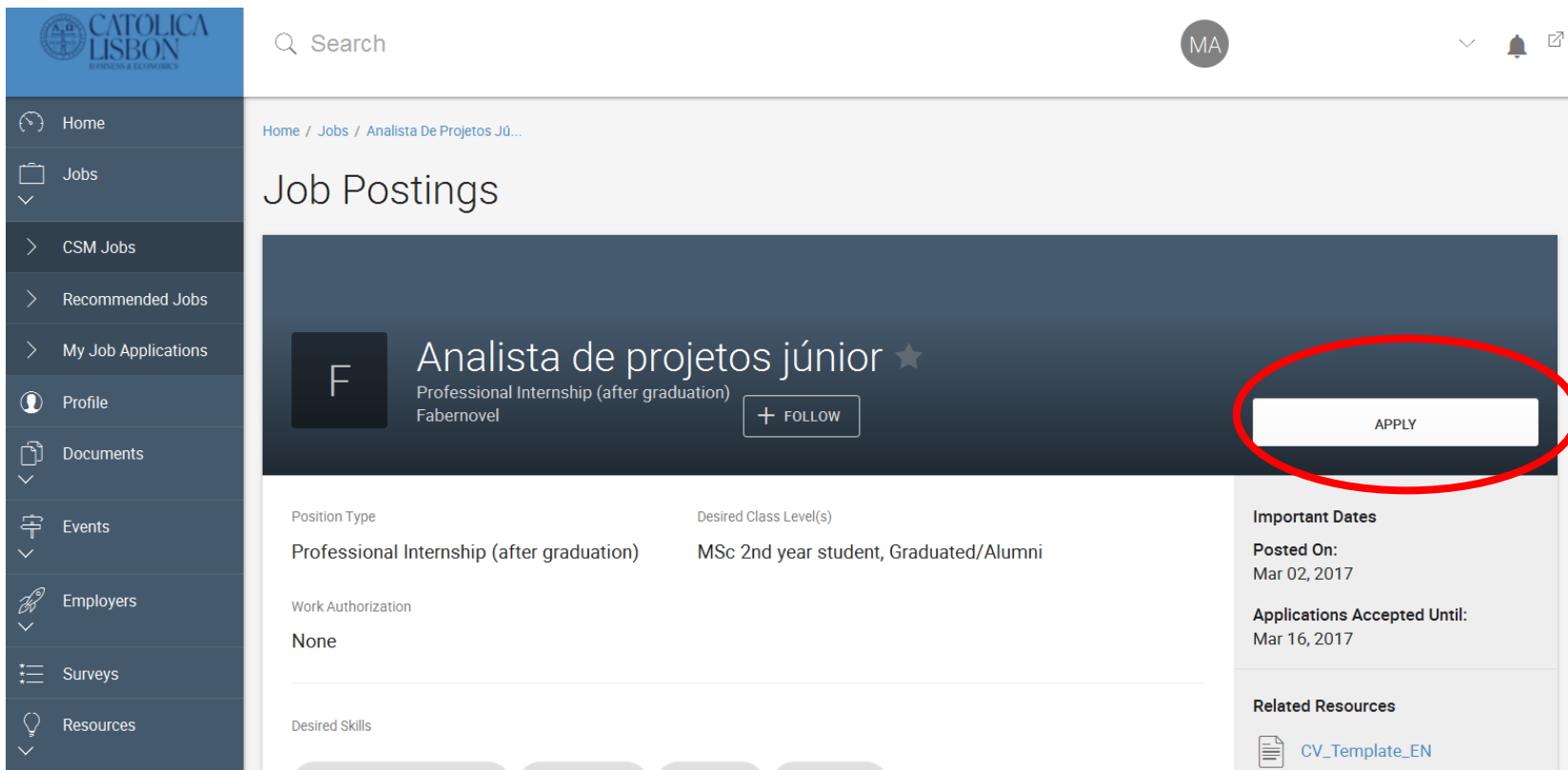
6. Click the apply button and select the CV you want to send to the company