

# Applying for an Internship

How to log into the Career Portal, create your CV, and apply to positions!





# LOGGING INTO THE CAREER PORTAL

01

Office of Career Services  
Deree - The American College of Greece

### Sign In

Please enter your username and password.

Username  
(Your email address)

Password

[Sign In](#)

[Forgot Password](#)

By clicking Sign In, you agree that your use of the system is governed by your institution's privacy policies and our Privacy Policy and Terms

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POWERED BY symplicity

Office of Career Services  
Deree - The American College of Greece

### Forgot my Password

[Sign in](#) [Forgot my password](#) [Sign Up](#)

Enter your username below, click go, and your password will be reset and emailed to you

Username:  
(Your email address)

[Go](#)

If you do not recall your password, click “Forgot Password”, and type in your ACG Email in order to reset your password and gain access to your account.

**Follow this link:** [https://acg-csm.symplicity.com/students/?signin\\_tab=0](https://acg-csm.symplicity.com/students/?signin_tab=0)



# View Available Positions

02

The screenshot displays the 'Office of Career Services' website. The navigation bar includes 'Positions', 'Events', 'Employers', 'Resources', and 'Counseling'. The main content area shows a search bar with 'Keywords' and 'Location' (set to '25misc.km'). Below the search bar, there are filters for 'Position Type', 'Industry', 'Job Function', and 'More Filters'. The 'Position Type' filter is expanded, showing options like 'Volunteer Position', 'Internship Position' (checked), 'Corporate Partner Internship, Practical Training/ Potential Credit Bearing Position/ Only for Active Students' (checked), 'Work Study on ACG Campus/ Only for Active Students', and 'Mock Interviews'. The search results section shows 'Mock Interview with OTE S.A.' and 'Mock Interview with OceansCaptain', both marked as 'VIRTUAL'.

Click on “[Positions](#)” & then “[Search](#)” - from this page you can filter for all available internship positions by clicking on the position type filter and selecting “[Internship Position](#)” & “[Corporate Partner Internship](#)”.

If you are looking for a specific company, you can write the [name of the company](#) in the [keywords](#) section, and you will find all the available positions they offer.

# Create your CV



## Resources

On the left-side menu bar, scroll down and click on “Resources”



## Document Library

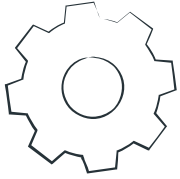
Click on “[Document Library](#)”, and then choose the [Resume Template](#) and the [Resume Guidelines](#)



## Review

After completing your CV following the Resume Guidelines, send it to [career@acg.edu](mailto:career@acg.edu) for review!

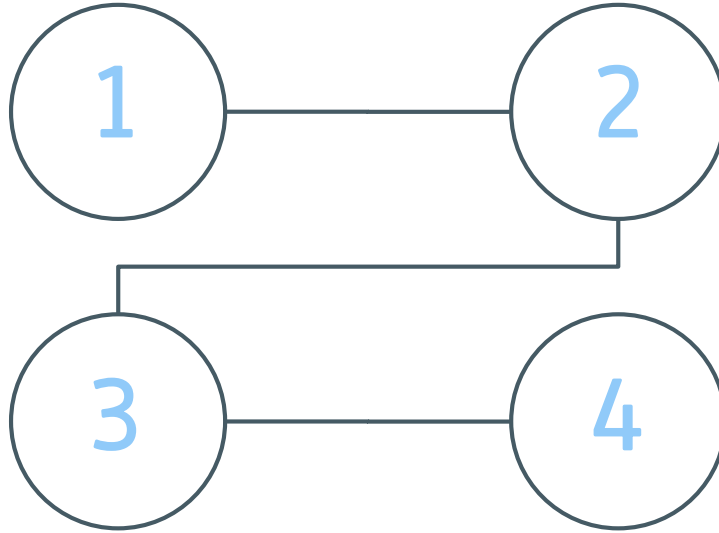




## Upload your CV & Apply

After completing your CV, click on “My Documents” and upload your CV.

Search for internships on the “Jobs” section. Click on the title of the position to read the description. If interested, click “Apply” to apply to that specific position.



Let the Career Office know you are interested in Internship opportunities by adding your CV to the “Opt-in Resume Book” in the documents section.

You are ready! The employers will contact you directly if they are interested to set up an interview.





# FAQ

✓ **What are the two types of internships I can take part in?**

You can participate in either a full-time, paid internship or a part-time, unpaid internship known as practical training.

✓ **What are the requirements for an internship?**

An internship can be achieved through the employer's hiring, and they are paid the entry level salary. The weekly work schedule is 40 hours (full-time). Internships are open to both current students and alumni.

✓ **What are the requirements for a practical training?**

The ***Corporate Partner Internship/Practical Training*** Program has been designed for Deree students who want to combine studying at Deree with gaining hands-on working experience by interning in a position related to their courses/studies. This program is available only for active students, therefore you need to register in at least one course in that semester. A practical training is part-time in order to have time to combine working with studying, thus the **maximum** working hours per week is **40**. You can begin and take place in a practical training at any point throughout the year, **except** from August.



✓ **Can I take an internship for credit?**

You can coordinate a credit-bearing internship and receive academic credit after discussing with the head of your department. As the internship will be replacing one of your Level 6 courses, they need to determine if the position meets the required learning outcomes.

✓ **What are the eligibility criteria for a practical training ?**

To be eligible to apply for the Corporate Partner Internship Program, a student must meet the following eligibility criteria:

- Currently enrolled student at Deree, registered to a course (after graduation you cannot apply!)
- GPA of 2.0 and above
- Eligibility criteria may vary according to every company

✓ **When should I start applying to internships?**

You should begin your planning process at least one semester ahead so you can combine working along with your classes. We recommend looking for internships in your 2-3rd year of studies.



# GOOD LUCK!

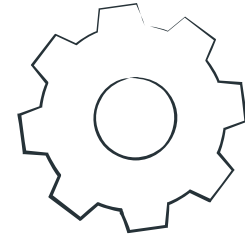
Do you have any questions?

Contact us at:


[career@acg.edu](mailto:career@acg.edu)


+30 210 600 9800, ext 1311

Room 201, opposite Admissions Office



 [career@acg.edu](mailto:career@acg.edu)

 210 600 9800 ext. 1311

 Deree Office of Career Services

 ACG Career Services

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Jobs and Careers International

