

BUYUSA.GOV -- U.S. Commercial Service

Canada



Vancouver Internships for Canadian Students

WINTER 2012 INTERNSHIP DATES

Monday, January 9 – Friday, April 27, 2012

Deadline for Applications: Friday, October 7, 2011

Interview Dates: Open

The U.S. Commercial Service in Vancouver offers internships to Canadian students (preferably in business or international affairs) that are interested in working in trade promotion.

BENEFITS OF INTERNSHIP

- Experience professional development
- Enhance business communication skills (verbal and written)
- Develop confidence and progress in a dynamic environment
- Utilize market research skills
- Increase professional contacts through regular networking with Canadian and U.S. business representatives
- Enhance resume and open doors to future careers positions (Passport Canada, PWGSC, Statistics Canada, etc.)
- Gain valuable 'on-the-job' experience

POSITION DESCRIPTION:

After a brief orientation period, the intern will be involved in 'on-the-job' training by working on a pre-defined project or projects relating to U.S./Canada trade development. Intern responsibilities could include: conducting market research, preparing reports, drafting replies to trade inquiries, promoting and recruiting exhibitors for trade events and making business appointments for U.S. companies seeking strategic alliances in Canada. The intern's work assignments shall be in the public interest, and to the maximum extent possible, shall provide an appropriate educational experience for the intern.

Interns work in a progressive environment and quickly become familiar with the dynamic field of international trade. Upon completion of the internship, each intern will receive a letter of referral based upon performance.

ELIGIBILITY REQUIREMENTS:

Interns will gain valuable experience in a progressive work environment and quickly become familiar with the dynamic field of international trade. Internship involves a forty

hour work week with a minimum service of twelve weeks required. Students must be currently enrolled and held in good academic standing in a post-secondary educational institution at the time of application, be at least 18 years of age, progressed into the 2nd to 4th year of their studies, preferably majoring in economics, business administration, and related fields; or as recent graduates who are seeking business experience prior to gaining permanent paid employment. The program is open to Canadian citizens, Permanent Residents in Canada, and International Students with the appropriate study and work permits. Applicants must be able to pass a medical exam and a U.S. non-sensitive security clearance before commencing internship. This is an unpaid internship.

APPLICATION PACKAGE:

Please either mail, fax, or email your cover letter, resume and writing sample, prior to the application deadline, to:

*Human Resources
(Foreign National Student Internship Program – US&FCS)
U.S. Embassy
P.O. Box 866, Station B, Ottawa, K1P 5T1
Fax: 613/688-3055
Email: ottawahr@state.gov*

Be sure to include the following elements:

Cover Letter:

Why you want to be an intern, what you have to offer, and what you hope to benefit from the internship. *It is VERY important to mention which Commercial Service office you are applying to do an internship for:
i.e., Toronto, Ottawa, Calgary, Montreal, or Vancouver.*

Resume:

Please list your future goals, computer skills, past experience, including academic accomplishments, citizenship and student status.

Writing Sample:

Displays your market research skills and your writing style. It can be a recent report that you have already written. Business and market research papers are preferred. Do not submit group work projects.

Letter of Recommendation:

Candidates must also provide a brief written recommendation from their school. (This is not a requirement for students who are recent graduates).

For further information on the internship program in Vancouver, please contact Commercial Specialist Judy Simonite at Judy.Simonite@NOSPAMtrade.gov