



**VACANCY ANNOUNCEMENT FOR  
COMMERCIAL SERVICE INTERN PROGRAM  
U.S. Mission, Canada**

**2012 Summer Internship Opportunities  
Ottawa (6), Montreal (6), Calgary (4), Toronto (6) & Vancouver (2)**

*\*Please specify in your cover letter which location you are applying for\**

**\*UNPAID INTERNSHIPS\***

Open to: Non-U.S. Citizen Students\*. Candidates must be enrolled half-time or more or be a recent grad from a trade school, technical or vocational institute, college, university or comparable recognized educational institute in the field of business or international affairs or related areas.

Posting Date: January 24, 2012                      Application Closing date: February 29, 2012

Duration: May 1-August 31, 2012 (Ottawa)  
May 7-August 24, 2012 (Montreal, Calgary & Vancouver)  
July 9-December 14, 2012 (Toronto)

*\*American citizens are not eligible to apply for this internship. American students who are interested in internships should apply to the program found at <http://canada.usembassy.gov/about-us/human-resources/internships.html>.*

U.S. Commercial Service is offering internship opportunities for the summer. These are unpaid internships; as such, the Interns will not be considered employees of the U.S. Government nor be entitled to payment for his/her service.

**Duties of the Position:** 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 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.

**Additional Selection Criteria:**

- Applicant must be at least 18 years of age at the time of appointment;
- Applicant must be in good academic standing at current educational institute (if applicable); and
- Applicant must be able to pass a medical exam and a U.S. non-sensitive security clearance and possess their own medical insurance.

**To Apply:**

Submit the following documentation prior to the closing date of the Vacancy Announcement:

- ***Cover Letter*** – Why you want to be an intern, what you have to offer, and what you hope to benefit from the internship;
- ***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;

*The U.S. Mission Canada is an equal opportunity employer.*

- If non-Canadian, copies of a valid study permit and work permit or other valid documents issued by Citizenship and Immigration Canada which provides a student with legal status in Canada to undertake an unpaid internship.

By Mail: Ottawa HR, P.O. Box 866, Station B, Ottawa, Ontario K1P 5T1

By Fax: 613-688-3055

By Email: [ottawahr@state.gov](mailto:ottawahr@state.gov)

\*If you are applying for more than one internship opportunity, you must submit separate application for each position.

\*Information on internship opportunities can be found online at <http://canada.usembassy.gov/about-us/human-resources/internships.html>.