



Ottawa Commercial Internships for Canadian Students

WINTER 2015 INTERNSHIP DATES

Monday, January 4, 2016 – Friday, April 29, 2016

Deadline for Applications: Friday, November 13, 2016

Interview Dates: Open

The U.S. Commercial Service in Ottawa 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.

APPLICATION PACKAGE:

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

U.S. Embassy Ottawa
U.S. Commercial Service
c/o Tracey Ford
P.O. Box 866, Station B, Ottawa, K1P 5T1
Fax: 613-238-5999
Email: Tracey.Ford@trade.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 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.

**Please note that this is an unpaid internship.
Applicants must be able to pass a medical exam
and a U.S. non-sensitive security clearance before
commencing the internship.**

For further information on the internship program in Ottawa, please contact Commercial Specialist Tracey Ford at Tracey.Ford@trade.gov