



**Toronto Internships for Canadian Students**

## **WINTER/SPRING 2016 INTERNSHIP DATES**

Monday, January 4, 2016 – Friday, June 24, 2016 (Toronto – six months)

**Deadline for Applications:** Friday, November 13, 2015

**Interview Dates:** November 19, 20, and 23, 2015

**Number of Positions:** Five

The U.S. Commercial Service in Toronto offers internships to Canadian recent graduates or 3<sup>rd</sup>/4<sup>th</sup> year students in good academic standing (preferably in business, economics, or international affairs) that are interested in working in trade promotion.

## **BENEFITS OF INTERNSHIP**

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- Ongoing career development training, guidance and supervision from a team of highly-experienced staff
- 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 networking with Canadian and U.S. business representatives
- Enhance resume and open doors to future careers positions
- Each intern will receive a letter of referral at completion of the program based upon a final review

## **POSITION DESCRIPTION:**

After a brief orientation period, the intern will receive ongoing career development training, supervision and performance assessment from our team of highly-experienced Commercial Specialists, and will work on pre-defined projects relating to U.S./Canada trade development. Intern experience could include: conducting market research, preparing trade reports and responding to trade inquiries, assisting with recruiting and promoting U.S. exhibitors for trade events and missions being hosted in Canada, assisting and participating in seminars and webinars, and with arranging business meetings for U.S. firms 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.

## **APPLICATION PACKAGE:**

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

*U.S. Consulate General Toronto  
U.S. Commercial Service  
c/o Bojan Opsenica  
360 University Ave.,  
Toronto, ON M5G 1S4  
Fax: 416-595-5419  
Tel: 416-595-5412 x224  
Email: [Bojan.Opsenica@trade.gov](mailto:Bojan.Opsenica@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 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 from a Professor or Tutor. (This is not a requirement for students who are recent graduates).

**Please note that this is an unpaid internship.  
Applicants must be at least 18 years of age, 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 Toronto, please contact Bojan Opsenica at [Bojan.Opsenica@trade.gov](mailto:Bojan.Opsenica@trade.gov).