PROGRAM: **International Business**

ORGANIZATION: **U.S. Commercial Service - U.S. Consulate Montreal**
315 Place d'Youville, Suite 500, Mtl, PQ H2Y 0A4

CONTACT: *For questions regarding our Internship Program prior to submitting your application to HR Ottawa, contact the Regional Internship Coordinator: Sue Bissi, Tel: 514/908-3673. Email: sue.bissi@trade.gov*

SUMMER 2013 VOLUNTEER INTERNSHIPS available in MONTREAL, CALGARY, VANCOUVER, OTTAWA AND TORONTO!

Internship Dates:	May 6 – August 23 (Calgary, Vancouver, and Montreal) May 1 – August 30 (Ottawa) July 8 – December 13 (six months only in Toronto)
Application Deadline:	Thursday, February 28, 2013
Interview Dates:	Week commencing Monday, March 4, 2013
Number of Positions Available:	6 Montreal; 2 Calgary; 1 Vancouver; 6 Ottawa; 7 Toronto.

Please refer to the following information regarding our Internship Program.

I) SUMMARY
II) BENEFITS OF INTERNSHIP
III) APPLICATION PACKAGE

I) SUMMARY

The U.S. Commercial Service in Canada offers unique volunteer Internship Program opportunities in the Foreign National Student Internship Program for the Summer 2013 semester: in Montreal, Calgary and Vancouver (May 6 – August 23, four months); in Ottawa (May 1 – August 30, four months); and in Toronto from July 8 – December 13 (six months internship only).

Interns will gain valuable experience in a progressive work environment and quickly become familiar with the dynamic field of international trade. Positions are voluntary, (i.e., financial remuneration is not offered). 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, and preferably majoring in economics, business administration, and related fields; or as recent graduates who are seeking business experience prior to gaining permanent paid employment. 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.

II) BENEFITS OF INTERNSHIP

Experience professional development:

- Enhance business communication skills - verbal & 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 career positions
- Gain valuable on-the-job experience
- Each intern will receive a letter of referral at completion of the program.
- Interns have achieved successful careers with numerous professional organizations

III) POSITION DESCRIPTION

After a brief orientation period, the intern will receive 'on-the-job' training by working on pre-defined projects relating to U.S./Canada trade development. Intern responsibilities could include: conducting market research, preparing trade reports and responding to trade inquiries, recruiting and promoting U.S. exhibitors for trade events and missions being hosted in Canada, assisting and participating in seminars and webinars, and 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.

IV) APPLICATION PACKAGE

Please either email, fax, or mail your cover letter, resume and writing sample, prior to application deadline, of Thursday, February 28, directly 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

Please note: for Commercial Service Internships you are only required to submit the above documents.
The HR website may request more forms, but they apply only to State internship applicants and not Commercial Service internship applicants.

Please 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. *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:
Future goals, computer skills, past experience, including academic accomplishments, citizenship, 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 (i.e., from a professor), that they are in good standing. (This is not a requirement for students who are recent graduates and who will have graduated at the commencement of their internship).