PROGRAM: **International Business**

ORGANIZATION: ***U.S. Commercial Service - A*merican Embassy**
P.O. Box 866, Station B
Ottawa, Ontario K1P 5T1

CONTACT: *For questions regarding our Internship Program prior to submitting your application to HR Ottawa, contact the Regional Internship Coordinator: Tracey Ford: Tel: 613/688-5406. Email: tracey.ford@trade.gov*

Winter/Spring 2012 VOLUNTEER INTERNSHIPS available in TORONTO, CALGARY, MONTREAL, OTTAWA, & VANCOUVER!

Internship Dates:	January 9 – April 27 (Calgary, Montreal, Ottawa, Vancouver) January 9 – June 29 (Toronto)
Application Deadline:	Friday, October 21, 2011
Interview Dates:	Open
Number of Positions Available:	7 Toronto; 6 Montreal; 6 Ottawa; 4 Calgary; 2 Vancouver.

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 Winter/Spring 2012 semester in Calgary, Montreal, Ottawa, and Vancouver (January 9-April 27) and in Toronto (January 9 – June 29).

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

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. (This is not a requirement for students who are recent graduates).