



Application Welcome Letter

**United States Embassy Vilnius
Public Affairs Section**

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To Whom It May Concern:

Congratulations on being considered for the new internship program hosted by the United States Embassy. It is our objective to introduce the US professional development and internship experience to Lithuania in order to promote growth, innovation, and empower the youth. We will do this by introducing Lithuanian leaders to the US business sector and economic system and encouraging this regional cooperation. This project will not only develop institutional capacity in the job market, but also support higher education and employment opportunities. The project hopes to target women and other disadvantaged youth.

It is our expectation that this program will begin in August for the companies selected to participate. We will hold an Orientation and Training seminar in August, for just one day, in order to explain and train Human Resources managers in internships and professional development. HR managers will attend lectures by professionals in the field and learn how to mentor, develop, implement, and benefit from professional development internships. Following the selection of interns for your company, HR managers will attend bi-monthly digital video conferences with leaders from some of the top US businesses to further develop their understanding of this program and how to make it sustainable. In the middle of the program, in partnership with US Embassy Riga, we will hold a regional seminar to discuss the experiences of interns and companies, how to improve, and where the program is doing well. The program will end in April with a Roundtable discussion and an evaluation of the companies and interns.

In addition to contributing to the job market and youth employment in Lithuania, there are further incentives to joining this program! The top six companies, in collaboration with the same project in Latvia, will be invited to the US on a leadership development program for one week. Similarly, the top two interns from this program will also be sent to the US for a six month long paid internship.

We hope that you are excited for this chance to participate and implement professional development programs in Lithuanian businesses. Following this Welcome Letter you will find the application to join the program. Please complete the application and return it to the address above. We look forward to hearing from you and to working with you this summer.

Sincerely,

The Public Affairs Section

US Embassy, Vilnius



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Breaking the Concrete Ceiling

Company Application

Company Name:

Company Address:

When was this company founded?

Company Revenues (estimate):

Number of Company Employees (estimate):

Human Resource Manager:

HR Phone Number:

HR Email:

Are you available to participate in the Training Orientation on 13 August 2013?:

Yes No

Does your company have any experience with internships?

Please give a brief description of how your company could benefit from the program:

Please give a brief description of what responsibilities an intern would have at your company:

Please give a brief description of how your company would build on this program effectively

In your opinion, what are the challenges to creating a successful internship program and having an intern on your staff?