



Internship Program

The U.S. Commercial Service of the American Embassy in The Hague is comprised of five local employees. The function of this overseas office of the U.S. Department of Commerce is to promote U.S. business interests in the Netherlands. We offer internships positions throughout the year.

The activities of the U.S. Commercial Service are organized by industry sector, with each of the three Commercial Specialists responsible for specific industry sectors. The intern will work closely with the three Commercial Specialists on a variety of trade-related projects.

Intern job description

- Complete an in-depth analysis of the Dutch market for a specific product sector
- Identify Dutch agents and distributors for U.S. exporters
- Assist with trade and other events taking place during the internship
- Assist with appointment making for our Gold Key matchmaking service
- Support the organization of seminars and conferences
- Input of data into our CMS commercial database
- Assist in the preparation of short, topical reports covering the Dutch market, which are of interest to U.S. exporters
- Respond to incoming business inquiry correspondence from both U.S. and Dutch firms
- Assist with day-to-day office tasks

Requirements

1. Interns must have either Dutch or U.S. citizenship
2. Basic computer skills are a prerequisite (Word, Excel)
3. Internships are on a **NO-PAY** BASIS
4. Interns should be available for at least four months
5. All applicants will be subject to a detailed background security check, which takes eight weeks on average, before the internship can begin

To apply, please email your motivation letter and CV to office.thehague@trade.gov

Please don't hesitate to contact us for more information at Natasha.Keylard@trade.gov or tel. 070-3102279.

Note: Worldwide U.S. Government policy on interns is that they must be enrolled in full-time study course. The school must also sign the Volunteer Service Agreement document