Summer/Fall 2016 Volunteer Internships in Toronto

Internship Dates:	July 5 – December 16, 2016 (six months)
Application Deadline:	Friday, April 1, 2016
Number of Positions Available:	Five

Please refer to the following information regarding our Internship Program.

I) Summary
II) Advantages of Internship
III) Application Package and Process

I) SUMMARY

The U.S. Commercial Service in Toronto offers unique volunteer Internship Program opportunities during the Summer/Fall 2016 semester from July 5 to June December 16 (six months).

Interns will gain valuable experience in a progressive work environment and quickly become familiar with the dynamic field of international trade. Positions are voluntary; financial remuneration is not offered. Internship involves a full forty hour work week 9am-5pm. Students must be:

1. Either recent graduates seeking business experience prior to gaining permanent paid employment **or** currently enrolled 3rd/4th year students held in good academic standing in a post-secondary educational institution at the time of application, preferably in economics, business administration, and related fields
2. At least 18 years of age
3. Either Canadian citizens, Permanent Residents in Canada, or International Students with the appropriate study and work permits.
4. Able to pass a medical exam and a U.S. non-sensitive security clearance before commencing internship.

II) ADVANTAGES OF INTERNSHIP

Experience and professional development:

- Ongoing career development training, guidance and supervision from a team of highly experienced staff
- Mid-term evaluation review of progress followed by a final review assessment at end of internship
- 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 career positions
- Each intern will receive a letter of referral at completion of the program based upon a final review

III) 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.

IV) APPLICATION PACKAGE

Please either email or mail your cover letter, resume and writing sample, prior to application deadline of Friday, April 1, 2016, directly to:

Bojan Opsenica – Internship Program Manager
U.S. Commercial Service – U.S. Consulate General
360 University Avenue
Toronto, ON M5G 1S4
Email: Bojan.opsenica@trade.gov
Tel: 416-595-5412 x224

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.

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:

Current student 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).