



PROGRAM: International Business

ORGANIZATION: U.S. Commercial Service – U.S. Consulate General
c/o Pixie Irving, CS Canada Internship Program Manager
360 University Avenue, Toronto, ON. M5G 1S4
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Winter/Spring 2015 VOLUNTEER INTERNSHIPS in TORONTO

Internship Dates: January 5 – June 26, 2015 (six months tenure) or
January 5 – April 24, 2015 (four months tenure)
Application Deadline: Wednesday, November 19, 2014
Interview Dates: Thursday, November 20 and Friday, November 21, 2014
Number of Positions Available: Four

For information on Winter Internships in Montreal, Calgary and Ottawa, please contact Pixie directly.

Please refer to the following information regarding our Internship Program.

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

The U.S. Commercial Service in Toronto offers unique volunteer Internship Program opportunities during the Winter/Spring 2015 semester from January 5 to June 26 (six months tenure) or optionally January 5 to April 24 (four months tenure).

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 full forty hour work week 9am-5pm (nothing part-time). Students may be recent graduates who are seeking business experience in the field of international trade, or undergraduates who are currently enrolled and held in good academic standing in a post-secondary educational institution at the time of application and progressed into the 3-4 year of their studies. Applicants must be at least 18 years of age and preferably majoring in economics, business administration, and related fields. 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:

- ◆ Ongoing career development training, guidance and supervision, from 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
- ◆ Interns have achieved successful careers with numerous professional organizations

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 your cover letter, resume and writing sample, prior to application deadline, of Wednesday, November 19, directly to:

*Pixie Irving – Internship Program Manager
U.S. Commercial Service – U.S. Consulate General
Email: pixie.irving@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:

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).

