



U.S. Commercial Service in Sweden

*Embassy of the United States of America*



## Internship Opportunity for Swedish Students

The U.S. Foreign Commercial Service at the U.S. Embassy in Stockholm offers excellent opportunity for students to gain real world experience working in both the Embassy and business environments.

### About Us

The U.S. Foreign Commercial Service, part of the United States Department of Commerce, is part of a global network of trade professionals supporting U.S. commercial interests around the world. The agency's network includes more than 100 U.S. Export Assistance Centers throughout the U.S. and more than 130 overseas offices located in Embassies and Consulates. Our Stockholm office helps

- 1 Promote the export of U.S. goods and services to Sweden/assists Swedish businesses to import goods from the U.S.
- 2 Promote Swedish investment in the U.S.
- 3 Protect U.S business interests in Sweden

In addition, the U.S. Commercial Service in Stockholm supports the goals and objectives of the U.S. Ambassador to Sweden, advises key officers on commercial matters, and facilitates outreach programs for VIP and Congressional delegations.

### About the Internship

We offer an intern a dynamic and interesting workplace in a highly international environment with the opportunity for a great variety of tasks and networking opportunities. Examples of tasks include:

- Market analysis
- Partner searches and matchmaking
- Event coordination
- Participation in relevant meetings, seminars and business events
- Outreach to Swedish importers and agents, and recruitment to trade fairs in the U.S. and in Europe
- Assistance with U.S. trade missions and Congressional delegations
- Other administrative duties

The internship is unpaid.



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## About You

To be eligible, students must be **currently enrolled** in a **Swedish** educational institution **no less than half time**. We are seeking an intern **fluent in Swedish** who ideally has an **interest in international business** and **strong skills in English**. You are encouraged to step into our team and make a meaningful, substantive contribution assisting our Commercial Specialists in their work with American and Swedish companies. A successful candidate will be able to work independently, take initiative, use critical and analytical thinking and assume responsibility. We value creativity, open-mindedness, and a good sense of humor. Students who meet these requirements are encouraged to apply.

## Practical Details

The internship (16-32 hours per week spring and fall, 40 hours per week during the summer) is offered three times a year to 1-2 enrolled students at a time (1 intern during the summer). Deadline for applications: **Oct 15** for the spring internship (January – June), **March 15** for the summer internship (mid-June – mid-August) and **April 23** for the fall internship (mid-August – early January). The Embassy has strict security regulations and you will need to pass a criminal background check to be cleared for an internship. A medical clearance is also necessary.

Please submit your one-page application letter **in English** outlining your interest and qualifications, including CV, grade transcripts, letters of recommendation and the application form (**in English**, found below) and scan in **PDF format** to: [office.stockholm@trade.gov](mailto:office.stockholm@trade.gov).

For more information about us, please visit our website [www.export.gov/sweden/](http://www.export.gov/sweden/) and the embassy's website [www.se.usembassy.gov](http://www.se.usembassy.gov).



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**Internship Application Form**

**Please complete in English**

**Basic Information**

Full Name (as on passport):

Country or Countries of Citizenship (including dual national and/or permanent resident in another country):

Swedish College/University:

Major:

Expected Graduation Date:

International Experience (please list countries you have lived in or spent more than 1 month in):

English Language level:

Formal score if available:

Swedish Language level:

Formal score if available:

**Commitment**

How many hours per week are you able to work?

Desired Internship dates (start and end **dates**):

Do you have the ability to work occasional evening events?

Where did you find our advertisement for this internship?

Please scan your application in **PDF format** to [office.stockholm@trade.gov](mailto:office.stockholm@trade.gov), incl the following documents:

- 1 A **cover letter in English** that includes an explanation of why you desire an internship and why you are qualified
- 2 **CV** in English
- 3 **Grade transcripts** (English or Swedish)
- 4 **Letters of Recommendation**, if available (English or Swedish)
- 5 This **form** filled out in English