

# Internship Opportunity



## Internship Program at the U.S. Commercial Service UK - U.S. Embassy London

### What We Do

The U.S. Commercial Service UK (CSUK) at the U.S. Embassy in London promotes exports of U.S. goods and/or services into the UK market and inward investment into the U.S. We provide a range of services and programs to help American companies export goods and services to the United Kingdom.

The U.S. Commercial Service is the trade promotion arm of the U.S. Department of Commerce's International Trade Administration. Our office analyzes information on the UK market, facilitates contacts with UK businesses, promotes U.S. products in the UK and European marketplace, and advocates U.S. business interests. We assist trade missions to the UK and provide logistical support to U.S. companies holding product launches and exhibitions.

### What Our Interns Do

Interns are given assignments that will provide exposure to a full range of our activities and services, and every attempt is made to give meaningful and hands on experience where appropriate. Assignments may include the following:

- Collecting and analyzing information for market research reports
- Responding to enquiries from U.S. Companies
- Assisting in the preparation of trade events and trade missions
- Assisting with our matchmaking services that help U.S. companies find partners and distributors in the UK
- Assisting with promoting and implementing the SelectUSA program, U.S. federal initiative to promote, facilitate, and encourage business investment in the United States.

We accept applications for Fall, Spring, and Summer Internships. Please note interns do not receive any compensation, and no housing or financial assistance is available.

### Contact Information/To Submit Applications

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Internship Program Manager  
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### To apply please submit:

- a cover letter
- your resume
- two letters of recommendation
- a 3 page writing sample (from an essay, published article, report, etc.)

### To qualify, you must be:

- a junior, senior or postgraduate student
- available to work for a minimum of 3 months
- able to work full time (5 full days per week)
- currently enrolled in an accredited American College or University and returning to education after the internship ends
- in possession of a U.S. passport or a British passport (host country national)
- if studying in the UK (whether a U.S. or British national), we require a written confirmation from your University that the internship is part of your coursework

### For deadlines, visit the Internship Program section of our website:

- [www.export.gov/unitedkingdom](http://www.export.gov/unitedkingdom)

