

# Internship Opportunity for Swedish Students



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

## About Us

Under the umbrella of U.S. Department of Commerce the U.S. Foreign Commercial Service's Stockholm office is part of a global network of trade specialists dedicated to 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 150 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

Furthermore, 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

- Company background reports/due diligence
- Event coordination
- Participation in relevant seminars and business events
- Outreach to Swedish importers and agents, and recruitment to trade fairs in the U.S.
- Assistance with U.S. trade missions and Congressional delegations
- Website maintenance and social media
- Other administrative duties

The internship is not subject to remuneration.

## About You

We are seeking an intern who is motivated to step right into our team and make a meaningful, substantive contribution. A successful candidate will be able to work independently, take initiative, use critical and analytical thinking and assume responsibility. Additionally, he or she must also be proficient in both oral and written Swedish and English. We value creativity, open-mindedness, and a good sense of humor. Students who meet these requirements are encouraged to apply.

## Practical Details

The full-time internship (32-40 hours per week) is offered three times a year to 1-2 students at a time. The spring internship is January –June, the summer internship is June – Aug, and the fall internship is Aug – December/January. Deadline for applications: **October 1** for the spring, **March 1** for the summer and **May 27** for the fall internship.

Please submit your application in English, including CV, grade transcripts, letters of recommendation, the application form (available on link below) and a one page letter outlining your interest and qualifications to: [office.stockholm@trade.gov](mailto:office.stockholm@trade.gov). The Embassy has strict security regulations and you will have to pass a criminal background check to be cleared for an internship. A medical clearance is also necessary.

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