

Interested in international trade?

Want to learn about doing business in foreign countries?

The U.S. Commercial Service has open positions for volunteer student interns to help us achieve our mission of helping U.S. companies export products and services to international markets. Our student volunteers are on the front lines of organizing events, researching export opportunities, and advising exporters on all aspects of international trade. Join our fast-paced office and gain experience in the international business world.

Student Volunteer Internship Requirements:

- U.S. Citizen
- Enrolled in an accredited college or university (Graduate or Undergraduate status ok)
- Background check
- 16 hours/week (Spring/Fall) or 30 hours/week for 3 months (Summer) or as required for school credit
- Major Areas of Study: All Business Majors, Economics, Political Science, Public Administration, Law, International Studies and Relations, Marketing, Finance, Foreign Language, Communications, Geography and History.
- Openings become available periodically, and interviews are conducted both by telephone and in person. Contact us well in advance of your desired timeframe/semester to inquire about openings.
- Internship must be completed during regular office hours (office is open Monday - Friday 8:30am to 5:30pm).

Desired Skills:

- Enthusiasm for learning
- Strong Communication Skills
- Strong Writing Skills
- Familiarity with Excel and spreadsheet formulas
- Curiosity about different countries, languages, and cultures

Student Volunteer Activities:

- Training and educational opportunities provided
- Assist International Trade Specialists with client outreach and communication, market research, and international trade and policy research
- Opportunity to take part in business meetings with executives from American firms in key industries as well as with U.S. and foreign government officials.
- Assist International Trade Specialists to prepare for conferences, roundtable discussions and international exhibitions. This may include contacting U.S. exhibitors to brief them on exporting, sending market reports to event participants, scheduling business consultations between participants and Specialists from U.S. embassies, facilitating introductions

between U.S. companies and International Buyers/Distributors, on-site support and follow-up after event.

- Benefits of this internship may include attendance to trade conferences and events, networking with international business executives and trade professionals, and much more!

For more information:

www.export.gov/california/irvine

Send Resume and Cover Letter to:

Maryavis Bokal

U.S. Commercial Service – Orange County

U.S. Department of Commerce

2302 Martin, Suite 315

Irvine, CA 92614

Email: OfficeIrvine@trade.gov

Telephone: 949-660-1424

Testimonials:

“Interning at the U.S. Commercial Service has truly been an amazing experience for me. Before I even stepped into the office, I felt that I was a part of the team and a part of something bigger. I was given tons of responsibility, even on my first week, but also a ton of creative control and freedom. The fast paced work environment in the office allowed me to learn something new every day, both in depth and with breadth. My opinions and ideas were respected and encouraged. In fact, the office operates with an open door policy so I was able to be mentored by a diverse set of Senior Trade Specialists with decades of industry experience by just popping into their room! In this way, I was able to quickly learn all about international trade- from promotion to compliance to negotiations and policy. And that’s coming from someone without prior experience with this field! What I really loved doing though was client work! Knowing that I, in real life, had positively impacted a business’s ability to grow and create more jobs is truly the most satisfying feeling. Helping businesses export and grow has allowed me to grow professionally as well. What’s even better is that, sometimes, these businesses will even invite me to go on a tour of their facilities (and give out free samples)! In this internship, you learn by doing, and do by helping. And that definitely beats learning from a textbook!”

-Peter, Summer 2017