



# INTERNSHIP OPPORTUNITY AT THE AMERICAN EMBASSY

## U.S. COMMERCIAL SERVICE, LONDON

The U.S. Commercial Service is accepting applications from suitable candidates seeking experience promoting trade between the United States and the United Kingdom.

### What We Do

Our work pursues two key objectives:

- To assist U.S. companies with their efforts to enter the UK market through representation, direct sales, licensing agreements, or joint ventures.
- To assist UK companies in forming business relationships with U.S. companies by representing U.S. products, importing goods, or through joint venture and licensing arrangements.

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 Gold Key clients and visits. Our Gold Key service helps U.S. companies to find partners and distributors in the UK.

*Interns do not receive any compensation. No housing or any financial assistance is available.*

To qualify, you must be:

- Available for a minimum of 3 months
- Able to work 4 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\*

\*Other nationalities are welcome to apply, but please note that the clearance process may be more lengthy.

To apply, please send your resume, a cover letter, two letters of recommendation, and a 3-page writing sample to Chrystal Denys at the information provided.

For more information, please contact:

**Chrystal Denys**  
**Internship Coordinator**  
**U.S. Commercial Service**  
**U.S. Embassy**  
**24 Grosvenor Square**  
**London W1A 1AE**  
**United Kingdom**  
**Tel: +44 (0) 20 7894 0432**  
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**<http://www.buyusa.gov/uk>**