



ITA Student Volunteer Internship Program

The International Trade Administration (ITA) is now accepting applications for the Student Volunteer Internship Program in Washington D.C. This opportunity will provide valuable hands-on experience for students interested in working on international trade issues. Selected participants will work in one of the five units within ITA. To learn more about ITA, please visit www.trade.gov.

Duties:

Intern duties will vary by the specific office in which they are assigned. Duties may include researching and analyzing regulatory, trade, and investment issues; helping prepare briefing papers, memos, and other materials for senior officials; preparing responses to internal and external clients; and/or tracking deadlines and upcoming trade events.

Basic Qualifications:

All applicants applying to participate in ITA's Student Volunteer Internship Program must meet the following requirements:

1. Must be a United States citizen.
2. Must be enrolled as a degree-seeking student in an accredited four-year or graduate program.
3. Must be in good academic standing, maintaining a cumulative GPA of 3.0 or higher.
4. Must have completed at least 60 hours in a four-year program prior to entry on duty.

In addition to meeting the basic qualifications required, ITA also seeks students who:

- Work well in a team environment.
- Have very strong communication skills and are detailed oriented.
- Have a working knowledge of computer applications such as Microsoft Word or Microsoft Excel.
- Have excellent writing, reading, and interpersonal skills.
- Can simultaneously organize a variety of assignments and meet tight deadlines.
- Have international experience studying, traveling, or working abroad (experience is strongly desired, but not required).
- Speak a foreign language (desired, but not required).

How to Apply:

1. Please submit your documents in a Microsoft Word or PDF attachment. A complete application will consist of the following three documents. You must attach all submissions in separate word or PDF documents. We do not accept cover letters in the body of an email.

- A cover letter
- A resume
- Your most recent unofficial or official transcript

Please do not include your social security number on any of the documents you submit.

2. Please submit your application to unpaidstudentinternship@trade.gov. Your entire application must be submitted by *midnight* on the due date:

- **Summer: March 30th**
- **Fall: July 30th**
- **Spring: November 30th**

Internship Coordinator:

Lesley Nichols
International Trade Administration
U.S. Department of Commerce
Office of Strategic Resources, Room 2006
14th & Constitution Ave., NW
Washington, D.C. 20230

To learn more about our program and how to apply, please visit:
<http://www.ita.doc.gov/hrm/unpaidstudentinternships.pdf>