

# INTERNSHIP OPPORTUNITY AT SELECTUSA

U.S. Department of Commerce  
Washington, DC

## OFFICE OF THE EXECUTIVE DIRECTOR INTERNSHIP

### ABOUT SELECTUSA

Established by the President in 2011, SelectUSA is the first-ever government wide program to encourage, facilitate, and accelerate business investment in the United States by foreign firms. In an era of global capital mobility, the United States faces increasing competition for attracting and retaining the industries and jobs of the future. SelectUSA's mission is to help support business investment to create jobs, spur economic growth, and promote American competitiveness.

SelectUSA coordinates existing resources and functions within the U.S. Department of Commerce and across relevant federal departments and agencies. The program promotes and facilitates investment by providing services to investors and U.S. economic development organizations. SelectUSA leverages activities such as White House roundtable events, roadshows, and our annual Investment Summit to support investment promotion. To learn more about our services, please visit [www.selectusa.gov](http://www.selectusa.gov).

### INTERNSHIP DUTIES AND QUALIFICATIONS

SelectUSA has vacancies for unpaid internships in Washington throughout the year on a semester basis. This is an excellent opportunity for students to gain valuable experience and insight into the Obama Administration's Department of Commerce priorities, U.S. foreign direct investment policy, program management, and strategic planning. Duties will range across all aspects of front office operations from policy coordination, strategic planning, program execution, to administering correspondence and other day to day front office administrative duties. In addition to program duties, the Front Office intern will be a part of the Office of the White House Liaison Internship Program which offers several professional development opportunities and networking events.

Candidates should have academic and/or professional experience in international relations, international or general business, management, finance/financial management, accounting, public policy, economics, international investment and/or trade issues; excellent communication skills (verbal and written); self-motivated, strong teamwork skills, excellent analytical skills, professional computer skills (MS Office like Outlook, Excel, PowerPoint and Word); U.S. citizenship; and current enrollment in an undergraduate or graduate school program. Interns may work full-time (approximately 40 hours per week) or part-time.

Priority will be given to candidates who are available full time (35-40 hours per week), but part-time hours may be considered on an exceptional basis.

### TO APPLY

Please send your cover letter and resume as one combined PDF attachment to [susainternships@trade.gov](mailto:susainternships@trade.gov) and include your first and last name in the file name. In your cover letter, please include your dates of availability and specifically address your interest in SelectUSA, how you would help support SelectUSA's mission, and how this internship aligns with your future goals. Additionally, if you are interested in or have experience with a specific geographic region or country, kindly note it. Applications without cover letters will not be considered.

### APPLICATION DEADLINE:

Applications are accepted on a rolling basis for spring, summer, and fall semester internships, with the following deadlines:

Summer (May-August)	Deadline:	April 1
Fall (September-December)	Deadline:	August 1
Winter (January-May)	Deadline:	December 1