



## Internship in the trade and export promotion section

The Consulate General is currently offering a full-time (40 hours per week) internship in the trade and export promotion section for 9 months, from **April 1, 2025**. **The remuneration for this position is USD 3,200 per month (gross salary).**

### The ideal candidate brings:

- the ability to quickly grasp new concepts and orientate oneself in unfamiliar areas;
- specific interest in the dynamic trade relations between Switzerland and the US / Midwest;
- the disposition to substitute colleagues in the event of prolonged absence (allrounder);
- the ability to professionally represent the Consulate General at events;
- organizational skills for planning and attending functions and events;
- the willingness to integrate within a high performing team of three persons;
- social intuition, a healthy dose of emotional intelligence and a positive attitude.

### Applicants must:

- be a Swiss citizen, or be a non-Swiss citizen with a valid work permit in Switzerland for the duration of the internship;
- be at least 21 years old;
- have excellent written and spoken communication skills in English;
- speak and write fluently in Italian, French or German, with good knowledge of at least one other official language;
- not have graduated more than one year before beginning the internship;
- not have completed more than 12 months of cumulative internship experience in the Federal Administration since first graduating from a university or a university of applied sciences – including the 9 months of this internship in Chicago.

**The following documents must be submitted in one single PDF document**, not exceeding 5 MB:

- curriculum vitae;
- motivation letter answering all the following questions (in English or any Swiss official language – not more than one page):
  - What is the biggest opportunity for Switzerland in the Midwest?
  - What are the reasons for Swiss companies to locate in the Midwest?
  - Why are you the ideal candidate for this internship?
- Diploma and / or transcript from current university;
- any employment certificates, diplomas, or current transcripts.

In order to process your application in a timely manner, please write in the email subject line your "*LAST NAME, First Name, Internship in the Trade and Export promotion section*". Any interviews will be conducted no later than 3 weeks after the submission deadline stated below.

Send the application package to [chicago.praktikant@eda.admin.ch](mailto:chicago.praktikant@eda.admin.ch) by **December 29, 2024**.