



## Internship in the Political Team

The Embassy of Switzerland is currently offering a full-time (40 hours per week) internship in the Political Team for 6 months, from either: **September 1, 2024 – February 28, 2025 and March 1, 2025 – August 31, 2025. The remuneration for this position is USD 3,200 per month (gross salary).**

### Candidate should possess:

- a general interest in international politics and foreign policy with a strong knowledge of current affairs;
- specific interest in U.S. foreign policy and Swiss-U.S. bilateral relations;
- an ability to quickly grasp new concepts and orientate oneself in unfamiliar areas;
- an ability to rapidly compose short texts on different issues;
- a desire to communicate with embassy partners in person and on the phone;
- organizational skills for planning and attending functions and events.

### Candidate must:

- be a Swiss citizen, or be a non-Swiss citizen with a valid work permit for the period of the internship;
- possess excellent written and spoken communication skills in English;
- speak and write fluently German, French or Italian, with passive knowledge of at least one other official language;
- not have graduated more than one year before beginning 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 6 months of this internship in Washington.

### All applicants must submit the following documents in one single PDF document – not to exceed 5 MB:

- curriculum vitae (in English)
- motivation letter (in English)
- diploma and / or transcript from current university
- any certificates of internship or employment

The Embassy of Switzerland offers internships in various departments, but **please apply to one announcement only**. 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 Political Team*”. Please understand that due to the number of applicants **you will not be contacted by the Embassy** unless you have been selected for an interview. Any interviews will be conducted no later than 3 weeks after the submission deadlines stated above.

Send application package to: [washington.praktikant@eda.admin.ch](mailto:washington.praktikant@eda.admin.ch)

### Application Deadlines:

For the period from September 1, 2024 – February 28, 2025:

April 30, 2024

For the period from March 1, 2025 – August 31, 2025:

October 31, 2024