

# INTERNSHIP OPPORTUNITY SELECTUSA

U.S. Department of Commerce  
Washington, DC

## COMMUNICATIONS & OUTREACH 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 business investment in the United States, international capital flows, and U.S. investment policy. Duties will range across all aspects of the operation, including handling incoming investor inquiries; significant assignments in research, writing, and economic analysis; generation of reports, PowerPoint presentations, talking points, and briefing materials for U.S. government officials; and other related administrative and research activities. Communications interns will also assist with Twitter tactics, write tweets, draft e-mail marketing messages, research potential partner organizations, and other related duties.

Candidates should have academic or professional experience in international relations, economics, international issues, public relations, marketing, and/or journalism; excellent research and writing skills; computer skills including MS Office applications like Outlook, Excel, PowerPoint and Word; U.S. citizenship; and current enrollment in an undergraduate or graduate school program.

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. Applications without cover letters will not be considered. Candidates who are interviewed may be requested to provide a writing sample.

### DEADLINES

**Applications are accepted on a rolling basis for spring, summer, and fall semester internships, with the following 2016 deadlines:**

Summer (May-August)  
Fall (September-December)  
Winter (January-May)

Deadline: March 18  
Deadline: August 1  
Deadline: November 27