



Internship Program

Do you have a keen interest in international business development and trade? Are you adaptable and versatile? Do you have a hands-on mentality? If so, you might want to consider doing an internship at the U.S. Embassy in the Netherlands?

We are the U.S. Commercial Service and twice a year, we select two interns to support our mission to promote U.S. interests in the Netherlands. We are team of experienced trade specialists and work at the U.S. Embassy in Wassenaar, the largest embassy in the Netherlands. As an intern, you learn about the private and public sectors and work directly with American companies to help them export to the Netherlands. The work is versatile and provides insight into many different industry sectors, which may help you decide where you want to take your future career. You will have access to U.S. Government employee trainings to sharpen your business skills and you will be able to connect with Dutch and American executives to build your professional network for your future.

Intern job description

- Complete an in-depth analysis of the Dutch market for a specific product sector.
- Assist in the preparation of short, topical reports covering the Dutch market.
- Research EU and Dutch regulations.
- Identify Dutch agents and distributors for U.S. exporters.
- Assist with appointment making for our matchmaking service.
- Assist with trade and other events taking place during the internship.
- Support the organization of seminars and conferences.
- Input data into our customer database, Salesforce.
- Respond to incoming business inquiry correspondence from both U.S. and Dutch firms.
- Assist with day-to-day office tasks.

Requirements

1. Interns must have either Dutch or U.S. citizenship.
2. Be proficient in oral and written English and Dutch.
3. Internships are on a **NO-PAY** BASIS.
4. Be enrolled in a full-time study dealing with international business or marketing.
5. Interns should be available for at least four months.
6. All applicants will be subject to a detailed background security check, which takes eight weeks on average, before the internship can begin.

To apply, please email your motivation letter and CV to Philip Hammerstein, U.S. Embassy.
Philip.Hammerstein@trade.gov