



Internship in the Economic, Trade and Financial Affairs Section

The Embassy of Switzerland is currently offering a full-time (40 hours per week) internship in the Economic, Trade and Financial Affairs Section for 6 months, from either **September 1, 2021 – February 28, 2022** or **March 1, 2022 – August 31, 2022**. The remuneration for this position is **USD 2,700 per month (gross salary)**.

Candidate should possess:

- an ability to quickly grasp new concepts and orientate oneself in unfamiliar areas;
- an ability to work independently;
- an ability to compose short text on broad issues;
- specific interest in economic, trade and financial affairs in a diplomatic context;
- a general interest in international affairs with a strong knowledge of current affairs;
- 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 legal residence in Switzerland;
- 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 PDF format – preferably as one document, not to exceed 5 MB:

- curriculum vitae (in English);
- motivation letter addressing the candidate profile explained above (in English);
- any employment certificates, diplomas or current transcripts.

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 Economic, Trade and Financial Affairs Section*". 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 2 weeks after the submission deadlines stated above.

Send application package to: washington.praktikant@eda.admin.ch

Application Deadlines:

For the period from **September 1, 2021 – February 28, 2022:**

April 30, 2021

For the period from **March 1, 2022 – August 31, 2022:**

October 31, 2021