

U.S. Embassy Budapest

is seeking highly motivated students for a

Local Internship program (Unpaid internship)

in the **Foreign Commercial Service** in **Spring 2025**

20 hours/week (variable hours) for 6 weeks.

The U.S. & Foreign Commercial Service combines both diplomacy and business with one goal: helping to strengthen the trade and investment relationship between Hungary and the U.S.

Major duties

- Assist with conducting market intelligence to gain current information of the latest trends in priority sectors
- Participate in counseling U.S. and Hungarian firms on the best way to take advantage of the opportunities
- Prepare market research reports, company profiles, and due diligence reports
- Help with promotion and recruitment of Hungarian business delegations to major U.S. and European trade shows
- Assist with counseling Hungarian companies that are thinking about investing in the United States
- Work closely with experienced business advisors to conduct market research and data analysis
- Strengthen event management skills through help with organizing business networking events
- Work in our proprietary client tracking system
- Make direct calls to potential Hungarian partners for U.S. companies

Skills and qualifications

- Professional working ability in Hungarian and English
- Familiarity with market research techniques and databases
- Skilled with Windows Office
- Good writing and communication skills
- Strong interest in commercial affairs, business development and current events
- Ability to articulate business strategies with appropriate manner and formulate concise solutions to complex problems
- Analytical, detail-oriented approach, and can work both in a team and independently on projects

How will this internship benefit the intern

The internship program is a great opportunity for the interns to work in a professional environment together with Hungarian and American colleagues. The intern will also have an opportunity to master his/her communication skills.

The intern also has an opportunity to gain unique experience and insight into U.S. - Hungary business relations. This can be achieved within the greater scope of Diplomatic Relations between the two countries, while fulfilling the required work experience in their studies. The Intern may also be inspired by getting to know key businesses in the Hungarian market in their sector of interest relating to field of study.

How to apply

Submit your application form (obtained from your university) along with your CV, Statement of Interest, and Certification of active student status to the Human Resources Office at the U.S. Embassy, Szabadság tér 12. 1054, Budapest or to budapestinterns@state.gov.

Closing date: 25/10/2024