U.S. Embassy Budapest

is seeking highly motivated students for a

**Local Internship program**

(Unpaid internship)

**in the Foreign Commercial Service Office in the Fall 2024**

20 hours/week (variable hours) for 6 weeks

**Major duties:**

* Conducting market intelligence to gain current information of the latest trends in priority sectors.
* Attending counseling sessions with U.S. and Hungarian firms and facilitating their decisions on the best way to take advantage of the opportunities.
* Preparing market research reports, company profiles, and due diligence reports.
* Promoting and recruiting Hungarian business delegations to major U.S. and European trade shows.
* Assisting Hungarian companies that are thinking about investing in the United States.

**Requirements**

* Advanced Hungarian and English (reading, writing, speaking)
* Office etiquette
* Basic MS Office knowledge (ability to draft e-mails and letters)

NOTE: there are no benefits attached to this internship, no compensation, or future employment rights.

**How to apply**

Submit your application form (obtained from your university, also called the Statement of interest) along with your CV, 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: 04/19/2024.**