



Department of Commerce

Innovation is in our nature.

Internship Openings in International Trade Seattle, WA

The Washington State Department of Commerce International Trade office in downtown Seattle recruits volunteer interns on an ongoing basis. We ask that interns volunteer 10–15 hours per week, for a minimum term of 3 months.

Ideal candidates will be in their junior or senior year in college with a 3.3 GPA or higher, or have recently completed their degree, or be enrolled in a Master's degree program.

In general, we look for responsible, reliable candidates who can work independently and have a genuine interest in international affairs and trade. We value writing skills, critical thinking, foreign language capabilities, and diversity.

Other qualities we look for include:

- Ability to work independently
- Attention to detail
- Experience organizing events
- Writing experience, especially on a newspaper or newsletter
- Database or Excel experience

Examples of duties/projects include:

- Assisting with trade-related events and programs
- Collaboration with trade development partners
- Export documentation
- Website content writing and updates
- Company research and trade statistics
- Marketing communications, including editing, writing, web content development
- Client projects
- Quality control

Past interns have gone on to work with local consulting firms, technology start-ups, economic development agencies, federal trade agencies, and international organizations.

To apply, send a current resume and cover letter to Mary Ferguson at trade@commerce.wa.gov, AND also fill out the online application form at <http://www.commerce.wa.gov/forms/tradeintern>.