

## Internship at the Embassy of Switzerland in Canada

The Embassy of Switzerland in Canada offers full-time internships for the duration of 4 to 6 months to highly motivated and qualified candidates.

### Description of the internship:

The internship provides an initial work experience and gives an insight into the world of diplomacy and the work of a strategically important mid-size Swiss Embassy. The intern will work closely with members of the Embassy on a variety of files mainly in the political, economic, scientific and cultural field. The assigned tasks range from researching, writing reports, representing the Embassy at meetings to organizing events. The position is remunerated.

### Requirements for applicants:

- Swiss nationality or permanent residence in Switzerland.
- University degree (preferably Master's degree). No more than 12 months between graduation and start of internship.
- Strong interest in International Affairs. Aptitude to write analyses and reports on various issues (i.e., Economic Affairs, Human Rights, weekly reports to headquarters in Bern). Good Communication and Social media skills (Embassy Twitter account).
- Language skills: excellent written and spoken command of German and English as well as a strong knowledge of French.
- The total duration of internships with the Federal Administration, including this internship, must not exceed one year.

For more information, please refer to the website of the Federal Department of Foreign Affairs (see links below).

### Application must include:

Motivation letter, CV, copy of university diploma and transcripts or latest report, letters of recommendation, employment certificates (if available).

Applications should be sent by e-mail to [ottawa@eda.admin.ch](mailto:ottawa@eda.admin.ch)

### Dates:

The Embassy of Switzerland in Canada usually offers academic internships twice a year:

- January to June 30<sup>th</sup>                      Application must be submitted by 31 July
- August to November 30<sup>th</sup>              Application must be submitted by 28 February

### Links:

[Hochschulpraktika](#) (German)

[Stages académiques](#) (French)

[Praticantati universitari](#) (Italian)

