



Illinois
Department of Commerce
& Economic Opportunity
OFFICE OF TRADE & INVESTMENT
Bruce Rauner, Governor

The Illinois Department of Commerce's Office of Trade & Investment (OTI) offers undergraduate juniors and seniors the opportunity to support, and learn about, the State of Illinois' initiatives that help strengthen the Illinois economy. With its headquarters in Chicago and 10 foreign offices around the world, the Office of Trade & Investment is dedicated to helping small and medium sized businesses expand their global reach, increase exports abroad and promote foreign direct investment in the Land of Lincoln.

OTI offers internship opportunities throughout the calendar year.

Intern Duties

Work assignments will provide exposure to OTI's full range of activities and services.

Intern assignments may include:

- Assisting senior trade specialists in the preparation of international trade missions
- Assisting OTI staff in the preparation of trade events
- Data mining for internal research and production of promotional material
- Cataloging perspective client information

Please note that interns do not receive any compensation or other financial assistance.

Requirements

In order to qualify for an internship, potential candidates should be:

- Current, or incoming, undergraduate juniors or seniors
- Available for a minimum of three days a week for two months (opportunities for extension)
- Enrolled in an accredited American university

While the preference is for interns with International Business, Business Administration, International Relations or Marketing majors, we will consider all appropriate applicants.

Application

We have a rolling-application window. The Office of Trade & Investment accepts intern applications year round and hire based off of the needs of the office.

To apply, email your resume and cover letter to Godfrey.Angara@illinois.gov with the email subject titled "[LAST NAME] _ OTI Intern Application"