Internship in the Economic, Trade and Financial Affairs Section

The Embassy of Switzerland is currently offering a full-time (40 hours per week) internship in the Economic, Trade and Financial Affairs Section for 6 months, from **March 1st – August 31, 2027. The remuneration for this position is USD 3,600 per month (gross salary).**

The ideal candidate brings:

- the ability to quickly grasp new concepts and orientate oneself in unfamiliar areas;
- the ability to write well in a Swiss national language and in English;
- specific interest in the economic, trade and financial relations between Switzerland and the US;
- the ability to professionally represent the Embassy at events;
- organizational skills for planning and attending functions and events;
- the willingness to integrate within a tightly knit and high-performing team;
- social intuition, a healthy dose of emotional intelligence and a positive attitude.

The candidate must:

- be a Swiss citizen, or a non-Swiss citizen with a valid Swiss work permit for the period of the internship;
- maintain their legal residence in Switzerland throughout the internship;
- have excellent written and spoken communication skills in English;
- speak and write fluently in Italian, French or German, with good knowledge of at least one other official language;
- not have graduated more than one year before beginning the internship;
- not have completed more than 12 months of cumulative internship experience in the Federal Administration since first graduating from a university or a university of applied sciences – including the 6 months of this internship in Washington.

All applicants must submit the following documents in one single PDF document – not exceeding 5 MB:

- curriculum vitae
- motivation letter (in English or any Swiss official language)
- diploma and / or transcript from current university
- any employment certificates, diplomas, or current transcripts.

The Embassy of Switzerland offers internships in various departments, but **please apply to one announcement only**. In order to process your application in a timely manner, please write in the email subject line your "*LAST NAME, First Name, Internship in the Economic, Trade and Financial Affairs Section*". Any interviews will be conducted no later than 3 weeks after the submission deadlines stated above.

Send the application package to: **washington.praktikant@eda.admin.ch**

Application Deadlines:
For the period from September March 1st – August 31, 2027: November 13, 2026