



**U.S. Commercial Service**

**Embassy of The United States**

4-6 Dr. Liviu Librescu Blvd., Bucharest 015118

Tel.: (+4021) 200-3300; Fax: (+4021) 316-0690

## **SPECIFIC QUESTIONS FOR APPLICANTS IN THE CS BUCHAREST STUDENT INTERNSHIP PROGRAM**

### **WARM-UP QUESTIONS:**

For over 20 years, the U.S. Commercial Service of the U.S. Department of Commerce has successfully brought together exporters and importers of U.S. goods and services around the world. Our teams of more than 1,800 trade professionals in 105 U.S. cities and 151 U.S. Embassies, Consulates and Trade Centers all over the globe are trained to help companies navigate the complex international trade process. The Commercial Service of the U.S. Embassy in Bucharest, Romanian, known as CS Bucharest, would like each applicant to consider joining our team as a volunteer student intern.

**How did you hear about this internship program and who recommended us to you?**

**Why did you take the decision to apply for the internship offered by CS Romania?**

### **RANGE OF MACRO/MICRO-ECONOMIC ACADEMIC INTERESTS:**

Within the US Embassy in Bucharest, there are two sections dedicated to support and promote the US economy in relationship with the Romanian economy: Economic Section of the US Department of State and Commercial Service of the US Department of Commerce. While the Economic Section is focused on analyzing America1-Romanian economic bilateral relationships at the macroeconomic level, CS Bucharest is part of a global network of trade specialists dedicated to support US commercial interests of American exporters on the Romanian emerging market at the micro-economic level.

**Do you have any experience within a public institution or governmental organization?**

**Can you give an example of any micro-economic course or a commercial project that you studied and developed during academic years?**

## **EDUCATION AND CAREER GOALS:**

CS Bucharest's mission is to promote exports of goods and services from the United States, particularly by small businesses and medium-sized businesses, and to protect United States business interests abroad. Our core business is providing timely, relevant, customized business solutions to assist US firms enter and develop global markets in Romania. We do this through a combination of cost-effective basic and specialized services including market identification and entry programs, market expansion services, and market access and development activities. The goal of our Romanian market studies developed by researching best prospective sectors is to identify local agents, distributors, partners for American exporters. We offer advocacy support in overcome barriers of trade policies, consultancy services in creating Joint Ventures, Representation Offices, American-Romanian Partnerships and we organize trade missions in US and Romania.

**What special aspects of your education have prepared you for this commercial internship program and what is your long-term career specialization?**

**Is there any American firm, technology, product or service that you promoted on the international market in your academic or professional projects?**

**In your opinion, which is the best prospective industrial or agricultural sector in Romania that might be compatible with US exports of goods or services?**

## **EDUCATION OR WORK PERFORMANCE:**

You would be working at CS Bucharest alongside the Commercial Service staff helping US exporters research the Romanian market, find trade partners, and develop international business solutions. CS Bucharest is a busy, demand-driven office with plenty of opportunity for you to learn and to build experience into your resume. Student interns will be responsible for populating our database; developing and inputting local content into the CS Bucharest web site, responding to inquiries of staff or by phones from USA or Romania; assisting staff and editing support in preparing reports and assisting in the preparation of trade events.

**Everyone has strengths & weaknesses as members of a team. What are your strong & weak points?**

**What areas would you say need improvement? For instance, when you have been told by a professor or supervisor, or discovered for yourself, a mistake in your education or job performance, how have you typically reacted and what have you specifically done?**

**What kind of people do you find it most difficult to study or work with and why? How about people you find it most enjoyable to study or work with and why?**

**What are some things you would like to avoid in a study or work team project and why? How about some things you would be keen on exploring during the project and why?**

## **WRITTEN COMMUNICATION SKILLS:**

You would be assisting CS Romania Team in researching, preparing and editing market research reports. Broad industry research reports on different industry sectors written by our Commercial Specialists. The reports include market highlights & best prospects, statistical data, competitive analysis, end-user analysis, market access and key contacts information. Examples of questions on behalf of our US clients about the Romanian emerging market might be: What US product(s) can be sold on the local market? Are there specific standards that American product(s) must meet in order to be sold? What distribution channels should be considered? These and other questions can be answered by in-country trade specialists through our Customized Market Research, tailored to the need of any particular US company with the website research and editing assistance on behalf of the CS Bucharest Student Interns.

**What kind of writing have you done in terms of market study, competitive analysis, and statistical data, Microsoft Word, Excel, PowerPoint or Website Research during your academic or professional team projects? For a group? For an individual?**

**What is the extent of your participation in major reports that had to be written?**

## **STRESS TOLERANCE & FLEXIBILITY:**

CS Bucharest activity might be very intensive in specific periods of the year, when a large number of events, trade missions, market research reports or customized services have to be done for our US clients to promote American exports in Romania. Therefore, an important role to keep the stress under control and transform any challenge in a new opportunity is the stress tolerance and flexibility of our staff members.

**Every academic or work project might be a source of pressure in a very demanding and competitive environment. What has been the highest recent stress in which, situation you have been under pressure and how did you cope with it?**

**What was the most significant recent change made in your academic institution or work environment, which directly affected you and how did you face it?**

## **COMMENTS AND QUESTIONS ON BEHALF OF INTERN APPLICANTS:**

CS Bucharest Team is a friendly working environment supporting your study goals and academic specialization in your endeavors to enrich your commercial practical knowledge about the global market economy. Our office is a busy, demand-driven office with plenty of opportunities for you to learn and to build experience into your resume. Therefore, we kindly ask you to feel free in adding below any comments or questions that you might have regarding the CS Bucharest Student Internship Program.

## **QUESTIONS NOT RELATED TO THE INTERVIEW EVALUATION:**

**What is your available period of internship within the CS Bucharest Office? Will you be available for at least 3 months?**

**Are you comfortable with no monetary reimbursement for your internship service, in accordance with the procedures established by US Department of Commerce?**

**Are you comfortable with a security check that will be the last phase of the application process before welcoming you on CS Bucharest's board?**

We really appreciate your interest in applying for the CS Bucharest Student Internship Program and kindly thank you for your time answering our questions. For any further information, feel free to contact us.