

## Seeking Qualified Candidates for International Food Exporting Internship

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The [Connecticut Dept of Agriculture's Marketing Division](#) is looking for qualified candidates for a paid internship focusing on international food exporting. The agency is a member of [Food Export USA Northeast](#) which works with small food companies to export their products. The intern will be working to promote educational activities, events, other opportunities sponsored by Food Export USA Northeast that assist CT food companies with international exporting. The intern will have a signed agreement and be paid by Food Export Northeast (FEUSA).

The goal of the internship is to assist the state with increasing the FEUSA standard performance measures for Connecticut.

The internship will run from January 2012 through the Spring 2012 semester. An extension of the internship, at the agreement of all parties, is possible. The student will be required to report to the CT Department of Agriculture in Hartford, CT. The number of hours and schedule will be determined on an individual basis based on university/college requirements and student schedule.

### Interns will be expected to:

- Update and maintain the database of Connecticut companies involved in or interested in exporting food and select agriculture products.
- Contact new buyers and distributorships.
- Promote and recruit companies for specific activities sponsored by Food Export USA – Northeast.
- Evaluate company's previous experience with Food Export USA – Northeast.
- Increase company involvement in Food Export USA – Northeast activities.
- Obtain a general idea of the Department of Agriculture's purpose and mission.
- Acquire a practical knowledge of Connecticut agriculture through the Department
- Enable interns to acquire personal experience and networking within the agricultural industry through everyday work.
- Develop skills and techniques directly applicable to their (future) careers.

### Qualifications:

- Enrolled at a college/university preferably in the third or fourth year.
- Have a focus in the area of international relations, food marketing, agri-marketing, and/or sales in addition to basic office skills and the ability to communicate effectively on the phone and in person.
- Students should have extensive experience with the Microsoft Office Suite. They should be able to perform basic tasks such as perform a mail merge in Word and utilize Excel functions.
- Work within the guidelines provided by Food Export USA – Northeast, the Connecticut Department of Agriculture and their college/university.
- Be a US citizen or have a visa that permits the individual to work within the United States.
- Provide a resume with contact information.

### "Bonus" Qualifications:

- Experience working with photography and video creation, shooting, and editing. This semesters internship will include a new photography/video aspect to expand the marketing and promotion of FEUSA programs and services to CT companies.

**The application deadline is Tuesday, December 20, 2011.**



STATE OF CONNECTICUT

DEPARTMENT OF AGRICULTURE

International Food Exporting Internship  
Program Application



First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Current Address \_\_\_\_\_

Town, State, Zip \_\_\_\_\_

Permanent Address \_\_\_\_\_

Town, State, Zip \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Contact Number 2 \_\_\_\_\_

E-Mail \_\_\_\_\_

Requested Rate/Hour \$ \_\_\_\_\_

Enrolled College/University \_\_\_\_\_

Major \_\_\_\_\_

Current Semester \_\_\_\_\_

Advisor Name & E-Mail \_\_\_\_\_

Please elaborate on the "Bonus" Qualifications:

Please provide three references (or attach a list of references) from your previous experience which relates to this internship:

**Reference 1**

**Name:**  
**Contact Number:**  
**E-Mail:**  
**Relationship:**

**Reference 2**

**Name:**  
**Contact Number:**  
**E-Mail:**  
**Relationship:**

**Reference 3**

**Name:**  
**Contact Number:**  
**E-Mail:**  
**Relationship:**

A copy of your resume along with the application must be emailed to Mrs. Jaime Smith, [jaime.smith@ctgov](mailto:jaime.smith@ctgov) by **Tuesday, December 20, 2011.**