

Legal Intern
Connecticut Office of the Secretary of the State

The Connecticut Office of the Secretary of the State is seeking a **Legal Intern** to work with our office to draft legislation during the 2025 legislative session.

This unpaid internship is conducted out of the Executive Offices in the State Office Building in Hartford and supervised by the Chief of Staff and General Counsel. Students have the option to receive credit for the internship by consulting with their advisors and internship directors.

Intern Responsibilities:

- Conduct legal research to assist in the implementation of new legislation.
- Draft legislation related to the work of the Office of the Secretary of the State.
- Draft Regulations for submission to Regulator Review Committee of the Connecticut General Assembly.
- Other duties as assigned.

Intern Qualifications/Skills:

- Proficiency in Microsoft Office Suite
- Excellent written and oral communication skills
- Self-motivated, adaptable, and eager to learn in a fast-paced environment
- Understanding of professional office setting
- Some experience with and knowledge of the Connecticut legislature and/or statutory construction preferred

Internship requirements:

- Be enrolled in law school
- Willing to work a minimum of 12 hours per week
- Hybrid schedule may be available for exceptional candidates who are unable to fulfill all hours in the office

Learning Objectives:

- Improve skills, particularly in the areas of written communication, research, and statutory construction
- Increase understanding of legal and legislative issues in the context of the work of the Office of the Secretary of the State
- Develop interpersonal skills by interacting with internal teams
- Learn about the legislative process, the regulatory review process, and the Connecticut General Assembly

Interns are encouraged to take advantage of the many educational experiences occurring around the Capitol campus and in downtown Hartford.

To Apply:

Please download and complete the Internship Application, located here:

<https://portal.ct.gov/SOTS/Education/Internships/Internship-Opportunities>. Email the following to sots.internships@ct.gov:

- Completed Internship Application
- Resume
- Cover letter describing why you are interested in the position and highlighting relevant skills and experience
- Writing sample (can include past essays or other written projects – you do not need to create a new writing sample for this application)

The Office of the Secretary of the State is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.