

**Legal Intern – Spring 2027**  
**Business Services Division**  
**Connecticut Office of the Secretary of the State**

The Connecticut Office of the Secretary of the State is seeking a **Legal Intern currently enrolled in law school** to work with the Business Services Division (BSD). As part of the wide range of services the Office of the Secretary of the State provides for the people and businesses of Connecticut, BSD serves as a repository of records and provides important information and resources regarding business and commercial filings and authentication as prescribed by the constitution and federal and state laws. BSD attorneys oversee a variety of office functions including Foreign Investigations, the Address Confidentiality Program, Notary Public Complaints and Disciplinary Investigations, Fraudulent Business Filings, and Freedom of Information Requests.

This unpaid internship is conducted out of the SOTS Offices in the State Office Building in Hartford and supervised by the Director of BSD and Staff Attorneys. Students have the option to receive credit for the internship by consulting with their advisors and internship directors.

**Intern Responsibilities:**

- Conduct legal research related to the Connecticut Freedom of Information Act, Foreign Investigations, and other related matters.
- Draft written materials and legal memoranda as requested by BSD Director and Staff Attorneys.
- Review and aid in the drafting of legislation related to BSD.
- Other duties as assigned.

**Intern Qualifications/Skills:**

- Strong legal research skills
- Excellent written and oral communication skills
- Proficiency in Microsoft Office Suite
- Self-motivated, adaptable, reliable, and eager to learn in a fast-paced environment
- Willing to work on a variety of projects to support BSD's work
- Understanding of professional office setting

**Internship requirements:**

- Be enrolled in law school
- Willing to work a minimum of 14 hours per week

**Learning Objectives:**

- Improve skills, particularly in the areas of written communication and legal research
- 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 functions and services of the Connecticut state government

**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](mailto:sots.internships@ct.gov):

- Completed Internship Application
- Resume
- Cover letter describing why you are interested in the position and highlighting relevant skills
- 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.*