



TEXAS HOUSE *of* REPRESENTATIVES

Representative Cecil Bell, Jr.

District 3

Representative Cecil Bell, Jr. is seeking applicants for a 2021 Fall unpaid internship in the Capitol office. Fall applicants must have part-time or full-time availability through December.

The intern shall:

- answer incoming calls;
- draft constituent correspondence and requests and prepare constituent resolutions, as assigned;
- scheduling;
- file documents; and
- perform general typing and administrative assignments, as needed.

Applicants should have strong research and writing skills, well-developed organizational and interpersonal skills, solid computer and writing skills, and effective communication skills. Applicants should also have an avid interest in government and the legislative process. Applicants should be able to take directions and follow office rules and procedures.

To Apply

Please submit a one-page resume (include your undergrad GPA) and availabilities to Chief of Staff at district3.bell@house.texas.gov. Applicants not selected for interviews will not be contacted.

We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, national origin, age or disability in the employment or the provision of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please include that information in your e-mail.

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