



# TEXAS HOUSE *of* REPRESENTATIVES

## **Representative Cecil Bell, Jr.**

*District 3*

Representative Cecil Bell, Jr. is seeking applicants for an unpaid legislative internship for the 2020 Spring semester. Spring applicants must have part-time or full-time availability through May. College credit available, where possible.

### **Legislative Internship**

The intern shall:

- answer incoming calls;
- draft constituent correspondence and requests and prepare constituent resolutions, as assigned;
- research past and future legislation;
- coordinate special projects;
- 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.

### **To Apply**

Please submit a one-page resume and availability schedule to Ariane Marion at [ariane.marion@house.texas.gov](mailto:ariane.marion@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.