

## **US SECURITIES & EXCHANGE COMMISSION (PHILADELPHIA OFFICE only):**

*NOTE, the application process listed below is only for students seeking externships at the SEC's Philadelphia Office. If you are applying to another SEC office, you will need to follow the deadlines and requirements of the Penn Law Ad Hoc Externship (consult: <https://www.law.upenn.edu/clinic/ad-hoc-externships.php>).*

The SEC's mission is to protect investors, maintain fair, orderly, and efficient markets, and facilitate capital formation. The SEC seeks high-caliber law students who share the values of integrity, fairness, accountability, resourcefulness, teamwork, and commitment to excellence. Using your legal education and experience, you will gain insightful experience into the regulation of security markets and how they must comply with securities laws. SEC Staff members serve as professional mentors, assisting with research and writing projects as well as providing advice and guidance on career development.

The SEC is seeking bright, innovative, results-oriented individuals for its Fall 2019 Honors Program in the Philadelphia office. We offer law students robust responsibilities and experiences that enhance their legal careers. Over the course of the program, students work with Commission staff on projects particular to the specific Division or Office to which they are assigned. Students will also have the opportunity to participate in seminars/workshops, roundtable discussions, a mentoring program, and tours that will provide detailed information and guidance on securities laws.

The Student Honors Program will begin the first week of classes and continue through the end of the Penn Law examination period. In the Philadelphia Office of the SEC, this externship will be 4 credits (approximately 12 hours per week).

**Duties:** Law students will be assigned to work with SEC staff members on projects and assignments that cover a broad range of the Commissions' work. Work assignments may vary based on the regional office the student is assigned. In the regional offices, interns work either for litigators or investigative attorneys in the Division of Enforcement. For information about the opportunities and the work that interns do in specific regional offices, please read the SEC's website.

### **Eligibility:**

1. Applicant MUST be a U.S. Citizen. **Only 3L's may apply for the Fall semester externship. Both second semester 2L's and 3L's may apply for the Spring semester externship.**
2. Relatives of current SEC employees are ineligible
3. Student MUST be currently enrolled in a degree-seeking program from an accredited law school
4. An overall GPA of 3.0 is preferred

### **Application Process:**

In order to apply, students must submit a completed application by **May 24, 2019**. The application should be submitted through USAJobs.gov., and can be found at:

<https://www.usajobs.gov/GetJob/ViewDetails/525995000>. In addition, to applying on USAJobs.gov, please email one PDF to [externships@law.upenn.edu](mailto:externships@law.upenn.edu) with "SEC application" in the subject line. Your one PDF should contain your **resume, cover letter, unofficial transcript and writing sample** before May

24, 2019. The Penn Law Externship Program will forward all of your application materials to the SEC (Philadelphia) on your behalf. The SEC will select a student(s) to enroll in the Externship and you will receive an email from the Penn Law Externship Program letting you know if you were or were not selected before the end of the Advance Registration period.

If you have any questions about the internship, you may contact:

Cecilia Connor (connorce@SEC.gov); Julie Green (greenju@SEC.gov); or Chrissy O'Neil (oneilc@SEC.gov).