

EULA MAE JETT SCHOLARSHIP APPLICATION CHECKLIST

Name of Applicant: _____ Date: _____

Submission deadline for Application is **February 15, 2010**.

Sponsoring Association: Long Beach Legal Secretaries Association

- Official transcript of grades and list of classes taken (College classes under Plan A; high school classes under Plan B)**
- GPA

Three letters of recommendation:

- One letter from applicant's major teacher or counselor, stating applicant's ability and performance in school, a description of the applicant's personal traits, character, personality, and goals (must be on school letterhead).
- Two letters from persons other than a family member or a member of Legal Secretaries, Inc. (Letters must state the author's relationship to the applicant, must be addressed "To Whom it May Concern.")
- Biographical letter from applicant stating reasons why applicant should receive a scholarship, motivation to pursue a career in the legal field, future goals and applicant's financial need. This letter shall also include applicant's extra curricular activities and what the applicant has gained from them. (Letters must be addressed "To Whom it May Concern," and typewritten on 8 ½ x 11 paper.)

Under Plan C:

- List of legal experience (if any). Must include dates, position, employer, address, and reason for leaving.
- Secretarial experience (if any). Must include dates, employer, address, reason for leaving.

Three letters of recommendation:

- One letter, if possible, should be from an employer (past or present) and in the legal field if applicable. Must give a description of applicant's personal traits, character, personality, and work experience. (Must be on company letterhead, addressed "To Whom it May Concern," and typewritten on 8 ½ x 11 paper.)
- Two letters from persons other than a family member or a member of Legal Secretaries, Inc. (Letters must state the author's relationship to the applicant, must be addressed "To Whom it May Concern," and typewritten on 8 ½ x 11 paper.)
- Biographical letter from applicant stating reasons why applicant should receive a scholarship, motivation to pursue a career in the legal field, future goals and applicant's financial need. This letter shall also include applicant's extra curricular activities and what the applicant has gained from them. (Must be addressed "To Whom it May Concern," and typewritten on 8 ½ x 11 paper.)

** Official transcript shall be defined as transcripts printed on the original letterhead of the school. Copies of transcripts will be accepted as long as they contain an embossed school seal, or a certification certifying that the copy is a true copy of the original.