

EULA MAE JETT SCHOLARSHIP APPLICATION CHECKLIST

Name of Applicant: _____

Date: _____

Submission deadline for Application is _____

Sponsoring 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 ATo Whom it May Concern,@ and typewritten on 8 2@ 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 financial need. This letter shall also include applicant=s extra curricular activities and what the applicant has gained from them. (Letters must be addressed ATo Whom it May Concern,@ and typewritten on 8 2@ 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 ATo Whom it May Concern,@ and typewritten on 8 2@ 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 ATo Whom it May Concern,@ and typewritten on 8 2@ 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 financial need. This letter shall also include applicant=s extra curricular activities and what the applicant has gained from them. (Must be addressed ATo Whom it May Concern,@ and typewritten on 8 2@ 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.

**TO BE COMPLETED BY THE SPONSORING
ASSOCIATION AND ATTACHED TO EACH
APPLICATION FOR SCHOLARSHIP.**

Date: _____

Name, address, telephone number and e-mail address of APPLICANT:

Sponsoring association: Name, address, and telephone number of sponsoring association's Scholarship Chairman

Name, address, and telephone numbers of sponsoring association's Governor

SUBMITTED UNDER PLAN: _____

THIS FORM MUST BE ATTACHED TO EACH APPLICATION