

**LEGAL SECRETARIES, INCORPORATED
EULA MAE JETT SCHOLARSHIP PROGRAM
APPLICATION**

Circle One: **Plan A (College Student)**
 Plan B (High School Senior)
 Plan C (Re-Entry Level)

Date: _____

Deadline For Submitting Application:

is _____

Name: _____

Address: _____

Telephone: _____

e-mail: _____

[Signature of Applicant]

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Scholarship Rules of Entry, Plans A and B

1. GPA:
 If under Plan A: attach official transcript of grades and list of classes taken in college
 If under Plan B: attach official transcript of grades in high school.
2. Attach three (3) 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 (the letter to be on the school's letterhead); and two (2) additional letters from someone other than a family member or a member of Legal Secretaries, Incorporated, but stating the author's relationship to the applicant.
3. Attach a biographical letter from you stating reasons why you should receive a scholarship, what motivates you to pursue a career in the legal field, your future goals, and your financial need. This letter shall also include applicant's extra curricular activities and what the applicant has gained from them.

All letters should be addressed, "To Whom It May Concern" and be typewritten on 8-1/2" x 11" paper.

Scholarship Rules of Entry, Plan C

1. Legal experience (if any). Include dates, position, employer, address, reason for leaving.
2. Secretarial experience (if any). Include dates, employer,

address, reason for leaving.

(Attach additional page for responses to 1 and 2 above.)

3. Attach three (3) letters of recommendation: One letter, if possible, should be from an employer (past or present, and in the legal field if applicable), giving a description of applicant's personal traits, character, personality, and work experience (letter to be on the company letterhead). Two (2) additional letters from someone other than a family member or a member of Legal Secretaries, Incorporated, but stating the author's relationship to the applicant.
4. Attach a biographical letter from you stating reasons why you should receive a scholarship, what motivates you to pursue a career in the legal field, your future goals, and your financial need. This letter shall also include applicant's extra curricular activities and what the applicant has gained from them.

All letters should be addressed, "To Whom It May Concern" and be typewritten on 8-1/2" x 11" paper.

All applications and accompanying documents must be submitted in triplicate. For the purposes of this Scholarship, a career in the legal field is defined as a legal secretary (including receptionist), legal assistant (including paralegal), court reporter, and law office administrator. Scholarships are not intended for students planning to enter law school.