

EULA MAE JETT SCHOLARSHIP APPLICATION CHECKLIST

Name of Applicant: _____ Date: _____

Submission deadline for Application is March 1

Sponsoring Association: Mt. Diablo Legal Professionals 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," and typewritten on 8-1/2" 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 "To Whom it May Concern," and typewritten on 8-1/2" 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 "To Whom it May Concern," and typewritten on 8-1/2" 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 "To Whom it May Concern," and typewritten on 8-1/2" 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 "To Whom it May Concern," and typewritten on 8-1/2" 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.

Contact: Diana Dempsey, CCLS, at information@MtDiabloLPA.info

Completed applications should be postmarked no later than March 12, and mailed or delivered to your local sponsoring association:

**Diana Dempsey, CCLS
Galloway, Lucchese, Everson & Picchi
1676 No. California Blvd., Suite 500
Walnut Creek, CA 94596
information@MtDiabloLPA.info**

In addition to the scholarship awarded by the Eula Mae Jett Scholarship, the Mt. Diablo Legal Professionals Association will award one \$1,000 scholarship.

Winners of Mt. Diablo's scholarship will be notified by March 31 by MDLPA's scholarship chair.

Winners of the Eula Mae Jett Scholarship will be notified in late May by LSI's scholarship chair.

For questions or further information, please visit:
www.MtDiabloLPA.info for the local scholarship,
or www.LSI.org for state level scholarship,
or contact
Diana Dempsey, CCLS, at information@MtDiabloLPA.info