

MARILYN OTT MEMORIAL SCHOLARSHIP APPLICATION CHECKLIST

NAME OF APPLICANT: _____

SUBMITTED UNDER CATEGORY: _____ DATE: _____

BIOGRAPHICAL LETTER FROM APPLICANT

Letter should state the reasons why applicant should receive a scholarship, academic achievement of the applicant, applicant's motivation to pursue a career in the legal field, applicant's future goals, and applicant's financial need. The letter should be typewritten on 8.5" x 11" paper and addressed "To Whom it May Concern."

UNOFFICIAL SCHOOL TRANSCRIPT

SCCoLPA reserves the right at any time to request an official transcript from the applicant. "Official transcript" shall be defined as transcripts printed on original school letterhead. A copy of the transcript may be accepted if it contains either an embossed school seal or certification identifying the copy as a true copy of the original transcript.

RESUME (Category C only)

The resume should list applicant's legal and/or secretarial experience, if any. Resume must include dates of employment, employer name and address, position, and reason for leaving.