

## 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.