

Los Angeles Legal Secretaries Association

OFFICE OF:
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Scholarship Chairperson
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MEMBER
LEGAL SECRETARIES, INCORPORATED
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December 28, 2009

Dr. Mary Spangler
Los Angeles City College
855 North Vermont Avenue
Los Angeles, California 90029


**RE: Eula Mae Jett Scholarship Program (2010-2011) Plan A
Legal Secretaries, Inc./Los Angeles Legal Secretaries Association
Postmark Deadline: March 12, 2010**

Dear Dr. Spangler:

Legal Secretaries, Incorporated, is offering \$1,000 scholarships to students who will have completed at least one year of college by June 2010 and who will be enrolled in the 2010 Fall semester in a college or business school in a course of study in the legal field.

Please post the enclosed application on your bulletin board for students to see – applications and supporting documents are due on or before **March 12, 2010**. For more information, please log onto www.lsi.org.

Sincerely,



Reynalda Nogales
California Certified Legal Secretary

Enclosures

Mail applications* and documents to:
Reynalda Nogales, CCLS
c/o McKenna Long & Aldridge LLP
300 Sough Grand Avenue, 14th Floor
Los Angeles, California 90071-3109

**\$1000 Scholarships offered by
Legal Secretaries, Incorporated**
www.lsi.org

**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 March 12, 2010

Name: _____

Address: _____

Telephone: _____

E-mail Address: _____

[Signature of Applicant]

* * * * *

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.**