



# THE FLORENCE ROSS SCHOLARSHIP APPLICATION CHECKLIST

**MATEJ '38<sup>th</sup> 11:59 p.m. via Email to: [dplpa.scholarship@gmail.com](mailto:dplpa.scholarship@gmail.com)**

**\*\*\*Each Scholarship Award is in the Amount of \$500\*\*\***

**NAME OF APPLICANT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SUBMITTED UNDER PLAN:**

**PLAN A** – High School Student

**PLAN B** – College Student or Career Change Student

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## **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."

- If you are currently enrolled in any vocational school/college/university, please state the school name: \_\_\_\_\_;
- If accepted to any vocational school/college/university, please state date of acceptance: \_\_\_\_\_ and the school name: \_\_\_\_\_;

## **TWO LETTERS OF RECOMMENDATION**

Letters of recommendation should be from someone other than a family member or a member of DPLPA (e.g., long-term family friend, teacher, school counselor, employer or co-worker) and should contain the author's relationship to the applicant. Additional items to include in the letter are a description of the applicant's personal traits (character, personality and goals) and the applicant's school or work experience and ethic. Letters should be typewritten on 8.5" x 11" paper and addressed "To Whom it May Concern."

## **UNOFFICIAL SCHOOL TRANSCRIPT**

DPLPA 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**

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

- ALL APPLICATIONS MUST BE SUBMITTED VIA EMAIL ONLY
- All attachments **must be in a single PDF form**, titled as follows: (PLAN A Last, First Name) or (PLAN B Last, First Name) (example: **Plan A Smith, John**)
- Order of the attached documents:
  - APPLICATION CHECKLIST**
  - BIOGRAPHICAL LETTER**
  - LETTERS OF RECOMMENDATION**
  - UNOFFICIAL SCHOOL TRANSCRIPT**
  - RESUME**
- Subject line must indicate **Scholarship 2020**

*Email confirmation will be sent within 24 hours from time of submission.*

**\*\*Questions: please email Erika at [dplpa.governor@gmail.com](mailto:dplpa.governor@gmail.com) or visit our website [www.dplpa.org](http://www.dplpa.org) \*\***