

# Jean H. Proffitt Scholarship Fund

## Scholarship Application

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_, Virginia Zip: \_\_\_\_\_

College/University Currently Attending: \_\_\_\_\_

Credits/Classes in paralegal studies completed: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

Submit the following information:

- Education: In chronological order, beginning with the most recent, list the name and address of each school attended since high school. Provide any degrees/certificates earned and honors/scholarships received.
- Employment: In chronological order, beginning with the most recent, list the name, address, phone number, name of supervisor, beginning and ending dates of employment, and whether such employment was full-time or part-time. If available, provide a resume.
- List extracurricular activities, community service, and social organization participation.
- Describe any financial need for scholarship aid.
- Submit a brief narrative describing interest in the paralegal profession, a statement of goals, educational objectives, and any additional pertinent information for consideration by the Scholarship Committee.

- Letter of Recommendation from current or recent academic advisor, professor, or supervising attorney.
- Official or unofficial transcript (signed by current advisor) from attending institution

***Completed Application with all supporting documentation is due to the Scholarship Committee in September. Scholarship criteria and final deadline details can be found at [www.richmondparalegals.org](http://www.richmondparalegals.org).***