



Western Shores Chapter  
P.O. Box 1722  
Muskegon, MI 49443

## **Scholarship Application Instructions**

The Western Shores Chapter of the International Association of Administrative Professionals (IAAP) is offering one \$1,000 scholarship to a Muskegon area student attending a Michigan college and pursuing a career as an office administration/secretarial major during the 2010-2011 academic year.

### **Scholarship Qualifications**

Applicant must:

- a. Be a Muskegon/North Ottawa County area student.
- b. Attend a Michigan college.
- c. Have a cumulative minimum grade point average of 3 points out of a 4-point system.
- d. Pursue a secretarial/office administration career.
- e. Submit a letter of recommendation (see application form).
- f. Submit a current official high school or college transcript (see application).

Any number of applications can be submitted from each school or college.

Attached is the official scholarship application. Complete the application and submit all materials by mail to:

Kathy Burnham  
IAAP Scholarship Committee  
1082 Apple Ave.  
Muskegon, MI 49442

**The deadline for applications is April 30, 2010.**

*Feel free to duplicate this letter and attached application as needed. If you have any questions regarding this scholarship, please contact Kathy Burnham at 231-777-5390.*