



# Dr. Kenneth M. Gordon Memorial Scholarship

Sponsored by the San Francisco Bay Chapter of the  
Society for Technical Communication

## Scholarship Application

### Personal Information

Last name	First name
Home phone	Work phone
Email address	Fax
Street address	
City	State, ZIP

*Please note:*

- Provide mailing address for fall 2023.
- If personal information changes, please send updated information to the submission address.

### Technical communication courses

Course title	Date completed (or "in progress")	Grade (if completed)	College

Check here if a list of additional courses is attached.

*Please note:*

- You should list all of your technical communication course work completed or in progress.
- You must list a minimum of three courses, at least one of which has been completed.
- You must be enrolled in a relevant program in an accredited Northern California college or university.

## ***Required attachments:***

- Personal statement (one or two pages) describing your achievements and career goals in the area of technical communication**
- Official transcript showing the technical communication courses listed on page one of this application**

*Please note:*

- You may ask your college to forward a transcript to the address below. However, if it arrives postmarked late, the committee will not consider your application.
- Alternatively, you can obtain a transcript from your college and include the sealed college envelope with this application.
- The committee does not consider unofficial transcripts.
- For courses in progress, obtain an enrollment verification form and include that.

- Program brochure or copies of college catalog pages describing the technical communication courses listed, with listed courses highlighted.**
- One or more letters of recommendation, each from someone who can help the committee evaluate your potential for success as a professional technical communicator.**
- Three samples of your technical communication work, each with a brief attachment describing the purpose and intended audience for the piece and your contribution in its development and/or production.**

*Please note:*

- The scholarship committee will not return materials.
- If you provide samples on electronic media, please also provide:
  - Printed instructions for use (including platform and application information)
  - Printed excerpts of representative elements (for example: screen shots of a multimedia piece or a photo storyboard for a video)

## ***Submission information***

Mail to:  
 Gordon Scholarship Committee  
 c/o Richard Mateosian  
 2919 Forest Ave.  
 Berkeley, CA 94705-1310

Postmark by: **31 July 2023**

*Please note:*

- Submit applications only to the above address.
- Include all materials in one mailing (except for transcripts mailed directly by your college). The committee cannot consider late or incomplete applications.