



LAYOUT AND CONTENT OF A MOTIVATION LETTER

Name:

Date:

Address:

Phone:

Email address:

Skype name:

Reference: work placement ... (professional field)

Salutation: Dear Sir / Madam,

A motivation letter is meant to justify to the employer why he/she should choose you for the placement.

FIRST DESCRIBE:

- Who you are
- What you have done earlier
- What you can do
- WHY and WHEN you want to come to the country and/or company in question

THEN EXPLAIN MORE EXACTLY:

- What you are good at
- Which skills you might want to develop
- What type of work you would be able and willing to do.
- What your objectives are regarding the placement and what kind of influence you expect the placement to have regarding your plans for the future.

A motivation letter is a kind of “sales letter” which should describe your character: *who you are as a person and what your motivation is for work*. Remember that you are marketing yourself and your skills for the company. It is important to stand out from the other applicants.

The motivation letter is a unique opportunity to make a positive first impression, so the style should not be familiar and the language should be correct and professional.

All in all: Be polite, concrete and concise; the motivation letter should not be longer than one page (A4).