**ANSWERS TO MOTIVATION LETTERS/EMAILS**

1.Order these questions so that the answer would form an efficient motivation letter:

1. **What am I applying for?**
2. **Where did I find out about it?**
3. **What attracts me to the position?**
4. **How do my skills and abilities relate to the position offered?**
5. **What are my strong sides/characteristics?**
6. **Why should I be chosen?**
7. **Am I available for an interview?**
8. **Have I thanked the reader for considering my application**?

**2. Decide which phrases are appropriate to answer the questions above.**

* I gained some experience while … 4
* I would welcome the opportunity to discuss further details of the position with you personally. 7
* I believe that combination of my skills, experience, and knowledge suits your expectation regarding profile of intern for advertised position. 5, 6
* Your position for … strongly appeals to me because … 3
* I am writing with reference/in response to your advertisement, which I saw … 2
* I am writing to apply for the position of …… as advertised in … 1
* I look forward to hearing from you. 8
* I am particularly interested in this job, as… 3

* I see new tasks / this position as a welcome challenge, which I look forward to. 5, 6
* My time at … has equipped me with strong … skills 4, 5, 6
* You can contact me as per your convenience 7

- I have a lively interest in … and would appreciate the opportunity / chance to broaden my knowledge by working with you. 5, 6

* Thank you for your time and consideration. I look forward to the opportunity to personally discuss why I am particularly suited to this position. Please contact me via… 8
* I graduated from Barcelona University last year with a degree in … 4, 6

- Furthermore, it would allow me the opportunity to apply this knowledge in both practical and challenging contexts 4

* I would be well suited to the position because… 5

- I am highly motivated and look forward to the varied work which a position in your company would offer me. 6

**3. Decide which recommendations will help you write a good motivation letter and why?**

1. You should enlist all the schools you’ve attended, your grades and the jobs you’ve done in a motivation letter. Generally list those that in some relation to the position/scholarship you are applying for so probably not all your e.g. summer jobs are applicable
2. Assess the employer's needs and your skills. Then try to match them in the letter in a way that will appeal to the employer's interest. Yes, in a tactful way suggest how your experience/interest matches the employer´s field/the field and study programme you are applying for
3. You should be as specific as possible and use concrete examples. yes
4. It’s recommendable to insert pictures and links in a motivation letter. Generally not but if it something indispensable to your statement of purpose and interest, it can be enclosed in paper form/attached as an e-copy
5. Copy-pasting is a good tip for preparing a motivation letter especially if you write more of them. Not a good ideas because if you have more applications to send it is easy to swap or forget information, use a wrong person´ s name, put in information which does not simply apply – which all can harm the impression you are trying to achieve
6. Arrange the points in a logical sequence; organize each paragraph around a main point. Absolutely.
7. A suitable length for a motivation letter is one and half to two pages. The length is usually given in advance
8. Demonstrate, if possible, some knowledge of the organization to which you are applying. Yes, it makes a good impression but do it in a tactful way
9. Most of the sentences should start with “I”. Definitely not, however, the first person use is appropriate but do not overuse it.