

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.