

ANSWERS TO MOTIVATION LETTERS/EMAILS

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

- I gained some experience while ...
- I would welcome the opportunity to discuss further details of the position with you personally.
- I believe that combination of my skills, experience, and knowledge suits your expectation regarding profile of intern for advertised position.
- Your position for ... strongly appeals to me because ...
- I am writing with reference/in response to your advertisement, which I saw ...
- I am writing to apply for the position of as advertised in ...
- I look forward to hearing from you.
- I am particularly interested in this job, as...
- I see new tasks / this position as a welcome challenge, which I look forward to.
- My time at ... has equipped me with strong ... skills
- You can contact me as per your convenience

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

- 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...

- I graduated from Barcelona University last year with a degree in ...

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

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?**

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.
- 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.
- 3) You should be as specific as possible and use concrete examples.
- 4) It's recommendable to insert pictures and links in a motivation letter.
- 5) Copy-pasting is a good tip for preparing a motivation letter especially if you write more of them.
- 6) Arrange the points in a logical sequence; organize each paragraph around a main point.
- 7) A suitable length for a motivation letter is one and half to two pages.
- 8) Demonstrate, if possible, some knowledge of the organization to which you are applying.
- 9) Most of the sentences should start with "I".