

WRITING MOTIVATION LETTERS/ EMAILS

→Do you like writing? Do you prefer writing or typing?

→When you write in English, what sort of texts/documents do you write/type?

→ Some of the **typical features** of the genre include:

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

- _ How do my skills and abilities relate to the position offered?
- _ Have I thanked the reader for considering my application?
- _ What attracts me to the position? - What are my strong sides?
- _ Where did I found out about it? - Why should I be chosen?
- _ What position am I applying for? - When am I available for an interview?

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.
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- 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
- I would be well suited to the position because...
- I am highly motivated and look forward to the varied work which a position in your company would offer me.
- opportunity to discuss issues personally.

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".

EXAMPLE TASK:

You want to apply for an Erasmus exchange program to study one semester at the medical school of the prestigious University of Edinburgh, you are interested in midwifery department one-semester programme. Your text should not be longer than 150 - 170 words.

What you need to apply

...Along with your application, you will need to submit a motivation letter which should explain why you wish to study at the University of Edinburgh and provide any additional information that you feel may support your application, such as your interest in and suitability for chosen courses, extracurricular activities and others as mentioned above.