

Annex 2 - Motivation Letter (MODEL)

First name	Last name	Date
Address		
Postal code and City		
Phone		
E-mail		

Dear Sir or Madam

1. Paragraph

Explain why you are writing this letter, e.g.:

*I am writing to apply for work experience in a restaurant/
 bar/ hospital/ construction company etc.... in your town/country.*

2. Paragraph

Introduce yourself and tell something about yourself: what are you studying, where is your school located, when will you graduate, what kind of work experience do you have?

3. Paragraph

Present your skills and knowledge. What makes you a good employee? Why do you want to gain experiences from abroad? What kind of job interests you the most?

4. Paragraph

Tell something about yourself, your family, hobbies or other things that interest you. Additional information.

5. Paragraph

Mention when would you be able to start the work and how long would your work placement be.

End the letter with a sentence such as: *I am looking forward to hearing from you soon,*

Yours sincerely

Your name



Examples of words that could be used in the motivation letter:

apply for a job
interested in
graduate
specialise in
study programme
work experience
work placement
on-the-job-learning
period
part-time job
full-time job
skills
efficient
hard-working
flexible
reliable
experienced
helpful
independent
polite
cooperative
creative
in charge of
responsible for

Example sentences:

I have worked as a stand-in.
I was responsible for customer service.
My duties included preparing lunch dishes.
I took care of customers' orders.
I speak English fluently.
I have good skills in French.
I can get by in Spanish.
I get on well with people.
I like taking challenges.
I would be happy to work in a library, for example.
I enjoy meeting new people.

