

Instructions for Writing a Motivation Letter

1. Header and Salutation

- Include your full name, contact information, and the date.
- Address the letter formally, e.g., 'To the Admissions Committee' or by name if known.

2. Introduction (1 paragraph)

- State the purpose of your letter and the program/university you are applying to.
- Briefly introduce yourself and your current academic/professional background.
- End with a sentence showing enthusiasm for the program.

3. Academic Background & Preparation (1-2 paragraphs)

- Highlight relevant education, coursework, and academic achievements.
- Mention projects or experiences that inspired your interest in the field.
- Explain any changes in your academic direction if applicable.

4. Professional Experience & Skills (1 paragraph)

- Describe relevant work, internships, or volunteer experiences.
- Emphasize skills gained such as leadership, research, or teamwork.
- Connect these experiences to your academic goals.

5. Why This Program/University? (1 paragraph)

- Mention specific aspects of the program (courses, faculty, labs, etc.).
- Explain how the program aligns with your interests and goals.
- Be specific and genuine—avoid general praise.

6. Career Goals and Conclusion (1 paragraph)

- State your short-term and long-term career goals.
- Explain how the program will help you achieve them.
- Close with a polite and confident statement of thanks.

7. Sign Off

- Use a formal closing such as 'Sincerely', 'Best regards', or 'Respectfully'.
- Write your full name at the end.

Tips:

- Keep the letter 1 to 1.5 pages long.
- Use a professional but personal tone.
- Avoid repeating your CV—focus on motivation and fit.