

Tips to write an Effective Motivation Letter

- ✓ **Start Strong:** Begin with a clear introduction. State who you are and why you are writing.
- ✓ **Be Specific:** Mention the specific program or position and why it interests you.
- ✓ **Show Your Passion:** Express your enthusiasm and passion for the role.
- ✓ **Highlight Your Skills:** Focus on the skills and experiences that make you a strong candidate. Use active voice to keep your sentences clear and direct.
- ✓ **Connect the Dots:** Explain how your background makes you a good fit for the role.
- ✓ **Keep It Concise:** Be clear and to the point. Avoid long sentences and jargon.
- ✓ **End on a High Note:** Finish with a strong closing statement that reinforces your interest and availability for further discussion.
- ✓ **Proofread:** Check for errors and ensure your letter flows well. Reading it out loud can help catch mistakes.

