

How to Write a Motivational Letter (Class 13 – Abitur)

What is a Motivational Letter?

A **motivational letter** is a formal letter in which you explain **why you are applying for a programme, course, internship, scholarship, or position**.

The aim is to convince the reader that:

- you are suitable for the opportunity
- you are motivated
- you have relevant skills and experiences

Structure of a Motivational Letter

1. Introduction

Purpose: Introduce yourself and explain why you are writing.

Include:

- the position/programme you are applying for
- your motivation
- a short personal introduction

Example:

I am writing to express my interest in participating in the International Youth Leadership Programme. As a student interested in global issues and intercultural exchange, I believe this opportunity would help me develop my skills and broaden my perspective.

2. Main Body

Paragraph 1: Your Motivation

Explain:

- Why are you interested?
- Why is this opportunity important to you?
- What are your goals?

Useful phrases:

- I have always been interested in...
- This opportunity appeals to me because...
- I am particularly motivated by...

Example:

I am particularly interested in this programme because it combines my passion for environmental issues with my desire to work together with young people from different cultural backgrounds.

Paragraph 2: Your Skills and Experience

Explain:

- achievements
- strengths
- relevant experiences

Do not only list qualities. Give examples.

Weak:

I am hardworking and creative.

Better:

Through my participation in several school projects, I have developed strong organisational skills and learned how to collaborate effectively with others.

Useful phrases:

- I have gained experience in...
- This has helped me develop...
- I have acquired skills such as...

Paragraph 3: What You Can Contribute

Explain:

- What can you offer?
- How will you participate?
- What makes you different?

Example:

I believe that my enthusiasm, communication skills, and willingness to learn would allow me to make a positive contribution to the programme.

3. Conclusion

End politely and positively.

Include:

- hope for acceptance
- willingness to provide further information
- thank the reader

Example:

I would be grateful for the opportunity to participate in this programme and contribute my ideas and experiences. Thank you for considering my application. I look forward to hearing from you.

Language Style

A motivational letter should be:

- ✓ Formal
- ✓ Positive
- ✓ Personal but professional
- ✓ Persuasive

Avoid:

- ✗ Slang
- ✗ Very casual language
- ✗ Repeating information from your CV
- ✗ Over-exaggeration (*I am the perfect candidate*)

Useful Expressions

Opening:

- I am writing to apply for...
- I would like to express my interest in...
- I am enthusiastic about the opportunity to...

Showing motivation:

- I am passionate about...
- I am eager to develop...
- This experience would allow me to...

Describing skills:

- I have developed strong...
- I have gained valuable experience in...
- My previous experiences have taught me...

Closing:

- I would appreciate the opportunity to...
- Thank you for considering my application.
- I look forward to your response.

Motivational Letter Checklist

- ✓ Correct formal format
- ✓ Clear reason for applying
- ✓ Personal motivation explained
- ✓ Skills supported with examples
- ✓ Connection between your goals and the opportunity
- ✓ Formal vocabulary
- ✓ Polite ending

Length (Class 13 level): 350–500 words