

## Seventh Lesson: Motivation letter

### **How to write motivation letter**

Motivation letters can be used when applying for admission to a college or university, scholarships or volunteer opportunities. In this article, we discuss how to write a motivation letter and provide some examples to help you craft your own.<sup>1</sup>

A motivation letter is a personal document detailing your professional skills and reasons for applying for a course of study, a scholarship or a volunteer job.

This letter accompanies your application and supporting documents, such as a transcript of your grades or a resume. A motivation letter is sometimes called a "statement of purpose" or a "motivational letter."

Motivation letters are not commonly used for paid job applications, which are typically accompanied by cover letters. A cover letter is an introduction to your resume and gives examples of how your job experience matches the opening you're applying for, while a motivation letter focuses more on your personal story and details your interests, personality and motives for applying for a program.

### **How to write a motivation letter**

Writing a good motivation letter takes time, so make sure you methodically work through the steps to make yours the best possible. Allowing plenty of time to write your motivation letter ensures you include all the necessary content and follow each important step, including the following:

Write an outline.

Write an introduction.

Expand your outline for your body.

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<sup>1</sup> <https://www.indeed.com/career-advice/resumes-cover-letters/motivation-letter>

Conclude your motivation letter.

Proofread your motivation letter.

### **1. Write an outline**

Write a point-form outline noting the content of your motivation letter and its order. Write points covering the following topics:

Why you want to study the course or volunteer with the program

Your skills or qualities that will benefit the school or nonprofit

Why you are interested in the school or nonprofit organization

Think critically about whether you are including all relevant details. A motivation letter for a Ph.D. program will need more details about your experiences and specific future plans than a motivation letter for a bachelor's program, for example. Cross-reference your outline with information from the school or nonprofit organization to show you have the qualities and qualifications they are looking for. Assess your format and structure and determine whether moving points around would create a more logical flow.

Revise your outline until you are satisfied with it. You can reference your completed outline when writing your polished motivation letter to stay on track.

### **2. Write an introduction**

Write an introduction that introduces yourself to the recipient. Address your recipient by name, if possible, to give your motivation letter a personal touch. Your introduction should capture your recipient's attention and encourage them to read on, so include details about your achievements in this section.

### **3. Expand your outline for your body**

Expand the points in your outline to form your motivation letter's body. Take a new paragraph for every new topic. Remember, your motivation letter aims to convince your recipient of your value, so use compelling facts to be persuasive.

### **4. Conclude your motivation letter**

Write a conclusion to your motivation letter that summarizes your goal and leaves a positive final impression. You should also thank your recipient for considering your application and encourage them to contact you if they have any questions.

### **5. Proofread your motivation letter**

Proofread your motivation letter to make it more concise and professional. Correct any spelling and grammatical errors and awkward phrasing. Edit information already listed in your application form or resume to ensure your motivation letter contains only unique information.

You may need to proofread your motivation letter several times to identify all problem areas. If time permits, complete this step two days or more after writing your motivation letter as time away from your work allows you to view it more objectively. To help ensure your letter has professional grammar and spelling, ask a trusted friend or family member to proofread your motivation letter after you.