

Check your motivation letter

Preparation: analyse yourself and the job/company

- What does the employer want to know? Indicate in the vacancy what is considered important.
- What do you want the employer to know about you after reading your letter? Write down why you are motivated for this position (motivation, interest, ambition) and why you are suitable (qualities, experiences)

Paragraph 1: attract attention

- Describe in a narrative way an experience / actuality / earlier contact with the organisation, with which you give a hint of your qualities or motives.
- Briefly describe why you are enthusiastic about this position and organisation

Paragraph 2: convey interest / motivation

- Why are you attracted to this sector, organisation, or function? Why do you want this?

Paragraph 3: transfer suitability (qualities, knowledge, experience)

- What could your added value be? Give arguments and examples as to why you are suitable. Explain your qualities, knowledge, and experience.
- Substantiate your arguments by giving brief examples: what did you do during your (side) job, education, side activities or work and what was the result?

Paragraph 4: summarise and call for action

- Short summary of motivation and added value.
- Calling for action

Layout

- Max. 1-1.5 page
- Neat, formal layout with clear structure: at the top: address (optional), regarding (optional), concerns (optional), date, opening words and at the bottom: greeting, your full name.
- Use a font that's easy to read

Writing style

- Be original, avoid clichés
- Keep it simple
- Active writing style (i.e. 'Jan is writing a letter' instead of 'Jan has written a letter')
- Variation in the length of the sentences (alternate between short and long sentences – not too long)
- No spelling / style errors