

How to write a letter of motivation (personal statement)

As the name implies, a letter of motivation is your chance to describe your motivations for a stay abroad. You should also use it to introduce yourself.

There are only a few formal requirements: the letter of motivation should be a minimum of one and a maximum of two A4 pages long. Your letter of motivation can be written in German, English or French – it's entirely up to you. The choice of language has no influence on the allocation of grants.

The following points can be used as guidelines when composing your letter of motivation. Don't simply work your way through this list, but consider carefully how best to characterise what you intend to achieve. The points listed below should only be used as a general guide.

Letter of motivation for study abroad:

- In which country/city would you like to study and why that particular location?
- Why have you selected a particular higher education institution?
- How have you prepared for your stay abroad?
- Which (academic) goals are you pursuing with your study abroad?

Letter of motivation for an internship abroad:

- Do you have to complete an internship in a foreign country or is it up to you where you do it? Is it a compulsory or a voluntary internship? What is your particular motivation for doing your internship abroad (as opposed to at home)?
- In which country do you want to complete your internship and why that particular location?
- How long will your internship last and when does it begin? Which company/institution have you chosen and why? What are the specific advantages of this particular organisation for you?
- Which qualifications do you possess to enable you to successfully complete an internship abroad? Do you have previous professional experience or a relevant area of specialisation? How have you prepared for your internship abroad up to now (culturally, language-wise)?
- State specific professional objectives that you hope to achieve by completing an internship abroad. Describe the project or activities that you intend to undertake during your internship abroad. Here you should make reference to your course of studies. Is this one of your areas of specialisation which you would like to get to know from a practical perspective? Is it a part of the curriculum which is not dealt with in sufficient depth during your course of study and which you would like to explore in greater detail?
- Explain the additional benefit for your studies that you hope to achieve through the internship abroad.