



# GUIDELINES FOR WRITING A LETTER OF MOTIVATION



A letter of motivation is an integral part of the application for an exchange place and/or a scholarship. This forms the core of your application and you should therefore take necessary care when writing it. The letter of motivation should convince the selection committee that you have planned your stay abroad consciously and based on academic, professional and personal reasons. You can set your own priorities in terms of content. It is crucial that you justify the reasons for your stay abroad.

## FORMAL

- Text type: Continuous text, justified
- Language: German or English
- Length: approx. 1-2 A4 pages
- Font size: 12 pt Arial or comparable font
- Line spacing: 1.5 cm
- Pay attention to form, grammar and phrasing. Make sure someone proofreads your letter prior to submission!
- Do not forget to date and the sign the letter.

## CONTENT

Generally speaking, there is no right or wrong way to write a letter of motivation. You are welcome to use the points listed below as a general outline for your letter. However, please also bear in mind that individual letters of motivation are usually the most convincing.

- Brief description of your plans
- Reasons for the choice of host country and host institution
- Relevance of the stay in relation to previous or further studies and what you wish to gain from your stay abroad
- Description of the academic goals: Which subjects or courses will be studied/ which tasks do you plan to perform/ which project will you be involved in?
- What do you hope to achieve in your personal development?
- State of preparation (professional, organisational, financial, language-related)
- Representing the University of Greifswald
- Intercultural awareness, involvement in social and cultural activities
- Any other relevant facts for the application

If you have any further questions about the letter of motivation or your application, please do not hesitate to contact us. We wish you good luck with your application!