

HOW TO WRITE A PROFESSIONAL MOTIVATION LETTER

Nowadays, the motivation letter is considered necessary when you are looking for a job. Indeed, the letter represents a sort of introduction to an employer about yourself in which you highlight your experiences or skills, and requests an opportunity to meet personally with the potential employer. The appropriate content, format, and tone for application letters vary according to the position and the personality of the applicant.

Below you can find some tips useful for writing a good motivation letter.

Main rules:

- Try to limit your letter to a single page. Be concise¹
- Assess the employer's needs and your skills. Then try to match them in the letter in a way that will appeal to the employer's self-interest.
- As much as possible, tailor your letter to each job opportunity. Demonstrate, if possible, some knowledge of the organization to which you are applying.
- Use action verbs and the active voice; convey confidence, optimism, and enthusiasm coupled with respect and professionalism.
- Arrange the points in a logical sequence; organize each paragraph around a main point.

Text rules:

Opening Paragraph:

- Start speaking briefly about yourself and where you found the job vacancy (journal, website..)

Paragraph(s):

- Write the main reasons why you are applying for this position.
- Show how your education and experience suit the requirements of the position, and, by elaborating on a few points from your resume, explain what you could contribute to the organization.

Closing paragraph

- Stress action. Politely request an interview at the employer's convenience.
- Indicate what supplementary material is being sent under separate cover and offer to provide additional information (a portfolio, a writing sample, a sample publication, a dossier, an audition tape), and explain how it can be obtained.
- Thank the reader for his/her consideration and indicate that you are looking forward to hearing from him/her.

Questions to guide your writing:

- Who is my audience?
- What is my objective?
- What are the objectives and needs of my audience?
- How can I best express my skills and my competences?
- What specific benefits can I offer to my audience?
- What opening sentence and paragraph will grab the attention of my audience in a positive manner and invite them to read further?

¹ <http://writing.wisc.edu/Handbook/CoverLetters.html>

- How can I maintain and heighten the interest and desire of the reader throughout the letter?
- What closing sentence or paragraph will best assure the reader of my capabilities and persuade him or her to contact me for further information?
- Is the letter my best professional effort?
- Have I spent sufficient time drafting, revising, and proofreading the letter?

The format:

- Type each letter individually, or use a word processor
- Use good quality bond paper
- Whenever possible, address each employer by name and title
- Each letter should be grammatically correct, properly punctuated, and perfectly spelled.

HOW TO WRITE A CV

A curriculum vitae is a document that gives a summary of a job seekers career history, academic qualifications and also explains their future potential. Indeed the phrase ‘curriculum vitae’ is Latin for ‘the story of your life’. It is also occasionally known as a resume, although this term is more commonly used in America.

As we said for a motivation letter, the CVs are important because they are your first and maybe only direct communication with a potential employer. When a reader looks at your resume they should be able to quickly gain a clear indication of your experiences and potential.

The CV should have:

A positive outlook.

Clearly show those strengths and experiences that are most relevant to the job you are applying for.

Demonstrate your potential as a future potential employee.

Generally, a CV is structured into sections, these may vary depending on the length and breadth of a candidates career. The essential and fundamental parts that every CV should include are:

Personal summary / Career objective

Career history

Academic qualifications

References

Areas of expertise

Keep your CV short: it is recommended that your CV be no longer than two pages. To help you save space only include the most important information that is relevant to the vacancy or accomplishments that you feel the employer would be interested in.

Keep your CV up to date: as you go through your career and working like you will gain new qualifications and skills, it's therefore important that you keep your CV updated. Modify it accordingly by adding any new skills or qualifications that you have gained. This way it will give a modern overview of your achievements².

INSTRUCTIONS FOR USING THE EUROPASS CURRICULUM VITAE

What is Europass³?

It's a document to make your skills and qualifications clearly and easily understood in Europe:

It's freely accessible, completed by European citizens:

- the **Curriculum Vitae** helps you present your skills and qualifications effectively and clearly. You can create your CV online using tutorials or download the template, examples and instructions.
- the **Language Passport** is a self-assessment tool for language skills and qualifications. You can create your Language Passport online using tutorials or download the template, examples and instructions.

Through this following link you will find the detailed instructions to fill in the **EUROPASS form**

http://kpfu.ru/docs/F1708171478/CVInstructions_en_GB.pdf.

In particular, from the third page the guide will provide you information and tips on how to write the different sections of the Europass CV. Moreover, in the guide the reader will receive also instructions for using the self-assessment grid for the section related to the language competences.

² <http://www.dayjob.com/content/what-is-a-cv-622.htm>

³ <https://europass.cedefop.europa.eu/about>