

How to structure your Motivation Letter (150 words min. - 300 words max.)

**Introduction:**

Personal information

What/Where are you applying to?

Why are you applying?

**Body:**

Story behind your application and interest for the program

Talk about your achievements and skills: why are you a good candidate for the program?

**Conclusion**

Summarize your main points

Future plans / Personal goals

Thank the reader and conclude!