

## **How to Write a Letter of Motivation?**

If you want to study or research in Germany and apply for a DAAD Master or PhD scholarship, you are requested to submit a letter of motivation. The letter of motivation plays an important role during the selection process.

### **How do you write a successful letter of motivation?**

1. Take your time and start early. Never try to write it down in one evening.
2. Read the announcement carefully. Highlight the main keywords. Your cover letter should address these main points.
3. Do not start your letter of motivation by repeating your CV.
4. The letter of motivation should answer the following questions:
  - What are your professional goals? In which sector would you like to work after obtaining your degree?
  - In which way do you intend to contribute to the social, political or technical development of your home country once you are in a respective position? Please refer to knowledge from books as well as to your professional or personal experience. Specific examples should be given.
  - Why are you applying for the chosen program? Which of the courses offered in this program are particularly useful in pursuing your professional goals? Make sure you are well informed!
  - Why do you think you are the right person for this program?
    - What knowledge and skills gathered in your previous education will be useful?
    - Have you already gained relevant professional experience?
    - Do you have any experience as a member of an organization? (Students association, NGO, volunteer service, etc.)
    - How do you characterize your own personality? Emphasize your strong points, but be realistic.
  - Why do you want to study in Germany?
    - What do you know about the German higher education system and the specifics of studying/researching in Germany. Please consult: [www.daad.de](http://www.daad.de) and [www.study-in.de](http://www.study-in.de) or [www.research-explorer.de](http://www.research-explorer.de)

## Studieren und Forschen in Deutschland

- Do you expect it to be different from studying at your home university? If so, in which way? Gather more information and talk to people who studied at a German university.
- Is there anything in Germany (society, economy, etc.) that you think could serve as a model for your own country? Try to obtain some reading material from international/German organizations. Visit also: [www.dw.de](http://www.dw.de) or [www.facts-about-germany.de](http://www.facts-about-germany.de) or [www.deutschland.de](http://www.deutschland.de)
- For technical subjects: Are there any innovations in Germany that you would like to introduce to your home country? Which ones and why?

5. Make sure your letter of motivation is well composed. First reflect on the questions above. Then write an outline and then the text. Do not include the outline or the questions in your text. Not all of the questions need to be answered.

### 6. Format your Letter of Motivation

- Length ca. 500 words, 1 – 1 1/2 pages!
- Insert a letter head with your name, address and contacts.
- Structure: Introduction, body paragraphs and conclusion.
- Use blank lines to create paragraphs.
- Font size: 11 points.
- Recommended fonts: Times New Roman, Arial, Tahoma, Helvetica, Bookman.

### 7. Apply an appropriate style of writing:

- Avoid all kind of platitudes, flowery phrases and flattery.
- Deal with your topics in a reflective and objective way.
- Pay attention to grammar and spelling! Mistakes will put your application into a bad light.
- Read your letter of motivation. Ask friends or colleagues to comment on it. We easily tend to overlook our own mistakes.

Let yourself become inspired by sample letters of motivation, but **do not copy from the internet!** Write your application yourself!

Keep in mind that your letter of motivation may be discussed with you during selection interviews!

Good luck with your application,

**DAAD IC Dushanbe team**