



## Guideline

### **„How to write a Letter of Motivation“**

Please note that the letter of motivation is a central point in the appraisal of your application for an Erasmus Internship grant. Therefore, try to outline your motivation and aims as precise as possible. Aims such as improving a foreign language and to get to know a new cultural surrounding are taken for granted and are not enough to apply for an Erasmus Internship grant. The Letter of Motivation must contain a headline and your contact information. The following questions will assist you in writing your letter of motivation and should be answered:

- 1) Is the internship a mandatory part of your study programme or a voluntary one? If it is a mandatory part, do you have to do it abroad or can you choose where to do it?
- 2) What is your motivation to do the internship abroad (instead of doing it in Germany)?
- 3) In which country will your internship take place? Why have you chosen this country? For Austria please see footnote.

Please notice: In case that you have **not** obtained your qualification for university entrance in Germany, but in another European country (for example when you went to school in France) and you plan to undertake your internship in that country, you have to clearly outline why you want to do your internship exactly in that country (in the example in France). The added (inter)cultural value has to be well illustrated. Mind you that getting to know the way of life and work in a country you have not been before would have a more positive impact on the development of your (intercultural) competence and on your personal as well as professional development.

- 4a) **In case that you already have an internship:** How long does your internship take and when does it start? Which company/organisation have you chosen and why?
- 4b) **In case that you yet don't have an internship:** Please indicate the planned period to go abroad, the desired sector/function to work in, and your preferred country.
- 5) Which qualification do you have to successfully complete your internship? How have you prepared yourself for the placement?
- 6) Name concrete professional aims that you want to achieve through your internship. Describe the project you will be involved in or the task you will perform.
- 7) Describe the additional value you want to gain through your internship for your study programme.
- 8) You should be aware, that during your stay abroad, you will be perceived as an ambassador of your home region/ your home university/ the Erasmus Internships Programme. How do you prepare yourself to fulfill these roles?
- 9) In case that your internship takes place in a German representation or public institution of the home country (e.g. German cultural institutes, schools) please indicate the additional transnational benefits you will obtain as compared to a similar placement in his home country.

<sup>1</sup> When you are planning to do an internship in Austria: even if the language is similar to Germany and the culture might seem at first sight to be similar to the German one, Austria is different to Germany and has its own culture and habits. For your application and letter of motivation please do some research and explain why doing a placement in Austria and the German speaking Switzerland means to face a new cultural surrounding and give some examples. Please also specify how your internship in Austria differs from a similar placement in Germany (e.g. when there is no comparable company/organisation in Germany)

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