

Motivation letter - Template

1. CONTACT DETAILS

TO

[Name of the person that you are contacting]

Position of that person in the organisation

[Your name and surname]

CONTACT DETAILS

address

e-mail

phone

2. INTRO

- Personal information
- What/Where are you applying to?
- Why are you applying?

Dear Sir or Madam,

I am applying for the module [Title of the module(s)] provided by [Name of the institution you are applying for] in the framework of the 2020-2021 European Opera Academy programme. I am strongly interested in beginning a career in [your profession] and I am certain that this module's programme will help me to fulfil myself in both professional and personal contexts.

City, Date

3. BODY

- Story behind your achievement
- Be as factual as possible
- Explain your achievements/interests

I am currently finishing my [1,2,3 or 4th] year [Bachelor/Master] in [your main subject] *or in case you are graduating*

At the end of the present academic year, I am graduating for my [Bachelor/Master] in [your main subject]

at [Name of your mother institution] where, nowadays, I am building my competences in...

My drive has moved to....

I am also very interested in ..., and therefore I participate in... .

I feel this the way in which I can make a difference and gain the leadership skills necessary to reach my goals.

4. CONCLUSION

- Mention the value that could have for you and what you can bring to the programme you are applying for

I understand that studying at your institution will be for me... a great opportunity to me and I will face and make the most of the knowledge and experience gained through this study programme. Considering my motivation, my artistic profile, and also my capacity to contribute to your educative community, I hope to be given a chance, as I am confident that I am capable of meeting your expectations.

5. ENDING

- Thank the reader and conclude professionally

Thank you in advance for your consideration and time,

Yours sincerely,

[your name and surname]