Guidelines on writing a successful letter of motivation

The letter of motivation usually serves as supplement to the resume and should reflect the information presented there. This document is also expected to offer a more **personalized description of its writer** and provide **a clear image of both professional background and goals for the future**. The structure is divided into three main parts:

1. The **introduction** refers to the purpose of the application. Briefly write about who you are and the desired position.

2. The **content of the body** should focus on answering the following issues:
   - Why do you want to be a PhD researcher?
   - Why did you choose this particular subject and what experience do you have in this field?
   - Why did you specifically choose this program within this university?
   - Which career do you want to pursue in connection to the subject you have chosen?

In answering these questions, please make sure to:

   - Explain and justify your understanding of the position
   - Mention your skills and qualifications that make you right for the program (demonstrated research experience and interest in the topic, presentation skills)
   - Offer a clear and concise picture of your background and goals on the long term
   - Give an impression of who you are and in which way you distinguish yourself among others. Please consider that this letter should not only be descriptive in nature, but should also include a personal statement about you as an individual.
   - Inspire a strong motivation, good communicative skills and the ability to manage conceptual and practical challenges.
   - Be as concise as you can (maximum one page)

3. The **conclusion** serves as a summary of the essential points made throughout the body, as well as any final statements and personal remarks.

Recommended is the use of the great number of internet sites which offer very good tips regarding the format and content of a motivational letter (e.g. http://ic.daad.de/imperia/md/content/islamabad/letter_of_motivation.pdf).

Finally**, originality is very much appreciated**. The suggestions made in the current document are only general guidelines. Please include anything else you might consider of importance!