



Guidelines for the "Letter of Motivation"

The following guideline shall help you to prepare the "letter of motivation" (cover letter) for your application. Please keep in mind that your letter of motivation represents an essential part for the evaluation of your application by your potential host organisation of your internship. You are therefore asked to describe your professional aims as precisely as possible while you explain your reasons for an internship abroad.

You can write your letter in English or German. While writing the letter of motivation you should keep in mind the following questions:

- 1) What is your motivation for your international internship? What are your reasons for doing the internship abroad?
- 2) Why did you choose Germany, in particular Hessen?
- 3) What are your qualifications that you can offer your host organisation of your internship? How did you prepare for your internship abroad?
- 4) How do you think you will benefit from this internship concerning your personal development and your studies?
- 5) Please enumerate some of your professional aims you want to achieve by doing the internship. Please describe the work or project you want to pursue, the duration and time you are available and how this is linked with the requirements of your host organisation (if you know the organisation or company already) and your host country (compare question 1 and 2).

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