

Guidelines for completing your letter of motivation as part of your application for funding via ERASMUS+

Tip: Be aware that you must address your letter of motivation to the Department of International Affairs; it is part of your application for ERASMUS+ funding. Do not use the same letter of motivation that you have submitted to the institution hosting your internship.

The below questions will help you write your letter of motivation. Feel free to also include other aspects:

- Introduce yourself. What are your personal interests? How would you describe your personality?
- Describe your previous academic and/or professional career.
- Why are you applying for an internship abroad?
- How does this internship correspond with your CV?
- What do you hope to gain from the internship for your professional career and personally?
- What social, professional, and intercultural skills do you aim to acquire?

Your letter of motivation should comprise a **minimum of one DIN-A4 page**. Make sure you use the **proper form** for your letter of motivation (letterhead, address, signature).