



TIPS FOR WRITING A MOTIVATIONAL LETTER

1

Refer to the
job description

2

Detail the reasons
why you want to
work at this
specific company

3

Explanation why
you think you are
a good candidate
for this specific
offer

4

Mention other
points that show
your motivation
and abilities for
the traineeship



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MOTIVATION LETTER

The motivational letter briefly outlines on **one** page your qualifications, motivation, and enthusiasm for the company and the position.

FACTS: Don't forget to include any important information about you but avoid simply repeating what is listed on your CV.

MOTIVATION: Show your motivation by sending a neat and convincing application.

The following criteria should be followed:

- Include your home address
- Use the company's/institute's name as an address on the top
- Include the date when the letter was written
- Start with a form of address (like "Dear sir or madame", "To whom it may concern", etc.)
- End with your name and signature

Divide your text into paragraphs. The content of your letter should include:

1. Reference to the job description and the information you have (or have found online) about the company
2. **Reasons why** you want to work at this specific company / institute
3. **Explanations why you think you are a good candidate for this specific offer:** refer to the job description and the requirements and put them into relation with courses you have taken or practical experience you have
4. Mention other points that **show your motivation and abilities** for the traineeship. If you do not master a required skill yet, show some motivation to learn it.
5. Closing sentence

Sample AG
Human Resources Department
Via Tangenziale 37
00054 Fiumicino

Zürich, 05. September 2022

Application as Computer Scientist

To whom it may concern

Section 1: opening sentence referring to job posting

Section 2: Your interest in the company / institute - why you wish to apply there specifically

Section 3: Show your qualifications including current job, studies, and professional qualifications – what makes you a good candidate

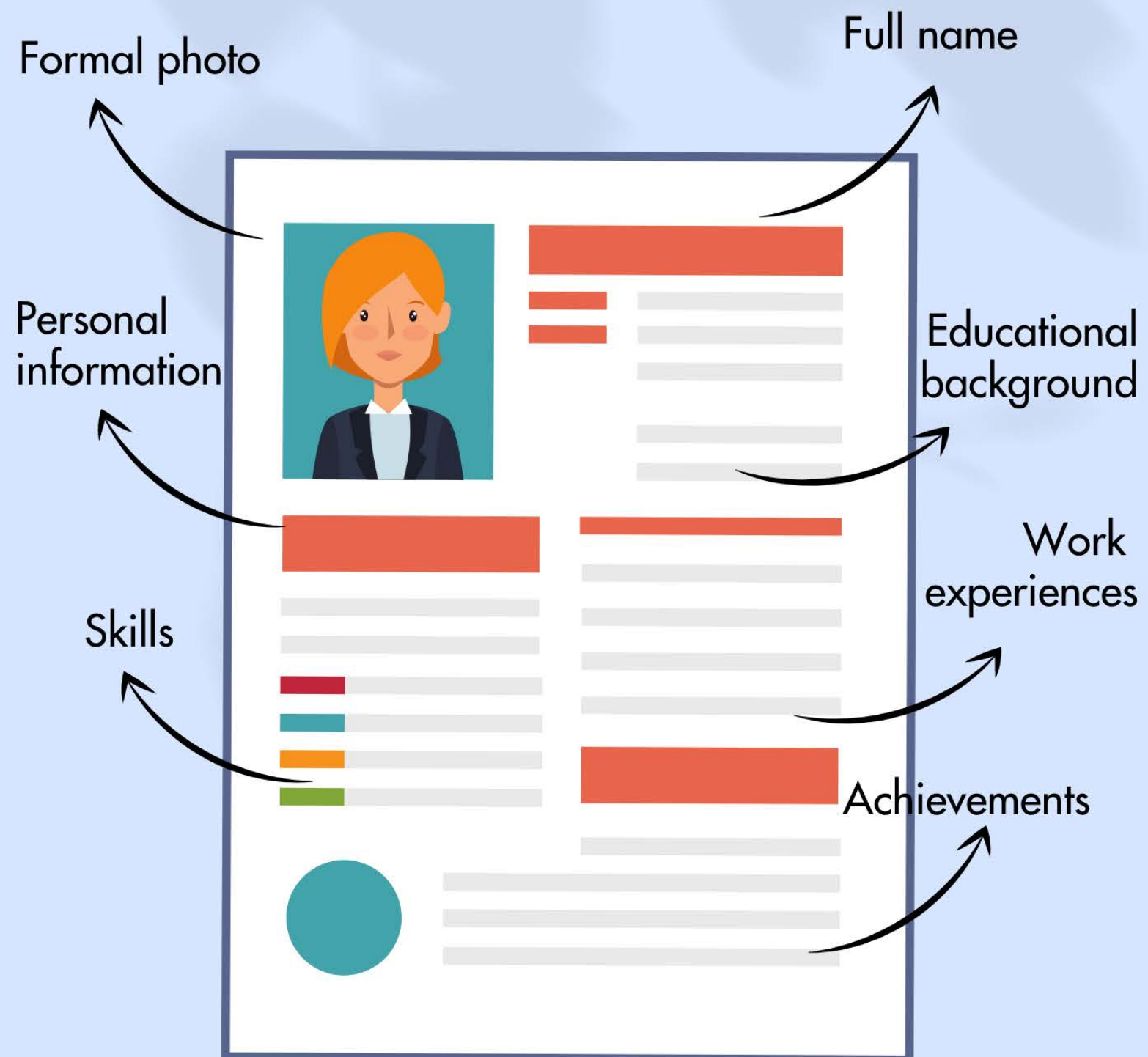
Section 4: Motivation or goals, what qualifies you for the job (make reference to the job content of the offer!)

Section 5: Short conclusion with the request for an invitation to a personal interview

Sincerely,

(Signature by hand)

CREATE AN EFFECTIVE AND IMPACTFUL CV



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You can find good many resume examples and free templates online (canva.com for example). In general, your CV should be maximum one to two pages and contain the following information:

PERSONAL INFORMATION

- First and last name
- Full address
- Mobile phone number(s)
- e-mail address
- Date and place of birth
- Your nationality

APPLICATION PHOTO

For the application process a photo is not necessary. However, a photo makes your CV more personal. The photo should present you at your best, hence it should fulfil the following criteria:

- High quality in colour
- Recent photo (max. two years old)
- Relaxed and friendly smile
- Formal and discreet clothes such as shirt, blouse, jacket, blazer
- Neutral background
- Portrait photo which is limited to head and shoulders
- Please don't use personal holiday photos or pictures for private use.

EDUCATION

Information about your former school education (from High School and beyond) without gaps and exact information about your current studies must be included in this paragraph.

The most recent academic experience is listed always on top and in reverse chronological order (e.g., 07/2020 - 02/2022).

The information must include:

- name and place of university and main study fields (including start and end/expected end date, as well as current semester/year)
- information on your specialisation of your studies
- Optionally, the title of the final thesis or research projects with a short description of the content

PROFESSIONAL EXPERIENCE

This paragraph is structured in the same way as the academical experience paragraph.

Include:

- Exact information about work experience - company name and place
- start (mm/yyyy) and end date (mm/yyyy)
- Job details: department you worked in and job type (full time, part time (in %), internship, etc.)
- **Role description - information on what your tasks were**

SKILLS

- Language skills (specify written and spoken level, common terms of specifications are the levels of A1 to C2)
- Computer skills (including on which level you master them, e.g., “basic”, “intermediate” or “professional” knowledge)

SPECIAL ACTIVITIES/EXPERIENCES/ACHIEVEMENTS

Here you can include your experience which is relevant to your personality and/or useful for the traineeship. It can include voluntary work, academic achievements, military service etc.

FIRST NAME LAST NAME

Berghofstrasse 15
8006 Zürich
012 / 345 678 9
First name.last name@gmail.com

01. January 2000
Nationality: Swiss

Professional
application photo



EDUCATION

- | | |
|-------------------|------------------------------------------------------------------------------------------------------------------|
| 09/2019 – today | University Zürich, Bachelor of Science
Major: Software Engineering
Anticipated graduation July 2023 |
| 08/2013 – 07/2019 | Cantonal School Zug, Bilingual Matura (D/E)
Modern language profile |

PROFESSIONAL EXPERIENCE

- | | |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 06/2021 – 12/2021 | SAP, SAO PAULO, Software Engineering Intern <ul style="list-style-type: none">• Worked on Data Virtualization team• Responsible for debugging code branches in C, Java and Python• Assisted with project to improve communication between developers and operations |
| 01/2017 – 06/2019 | Bookstore Lüthi, Zug, Sales (30%) <ul style="list-style-type: none">• Consulting and sales in the science book department |

SKILLS

Languages

- | | |
|---------|------------------------------------------------------------------|
| German | Native language |
| English | Business fluent (C1, Cambridge Certificate of Proficiency, 2015) |

IT

- | | |
|------------|-------------------|
| C++ | Professional User |
| JavaScript | Intermediate User |
| SQL | ... |

SPECIAL ACTIVITIES

- | | |
|-------------------|--------------------------------------------------------|
| 01/2019 – 03/2019 | Organized a local hacker's network event |
| 08/2019 – present | Volunteering for IAESTE Switzerland, Event coordinator |