

Writing a motivation letter for a foreign exchange project

Structure and content:

- **First paragraph: Introduction**
 - Who are you? Introduce yourself. Focus on positive traits.
 - Why are you applying? Why are you interested? What activities do you want to take part in? Why?

- **Second (and maybe a third) paragraph: linking yourself to the project**
 - Proof that you have things (skills or knowledge) to contribute to this project. What can you do or how can you help you to make this project a success? State relevant skills, extracurricular projects and courses you attended.
 - How would you benefit from this opportunity? What do you think you would learn/gain from it?

- **Last paragraph: conclusion**
 - Summarize why we have to pick you and the groups you want to join, listed in order of preference.

Do you need help writing this letter? You can ask Ms Lisa and Ms Dobrilla, or your English and Science teachers.

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