

## Motivational letter

At Lillebaelt Academy an applicant's motivational letter is used as one of several criteria to choose the best applicants for our study places. Unfortunately we have far more applicants than we have study places, and only the best applicant overall will be offered a study place. A good motivational letter can help your chances of admission.

A motivational letter is quite similar to a job application:

- It should not be longer than 1-2 pages
- It must be written in your own words
- It should only include subjects of relevance

A motivational letter must give an impression of who you are as a person, your maturity level and how suitable you are for the chosen study programme.

### Should I write what I have been doing until now?

Yes, but perhaps not everything is relevant. When you are applying for a study programme, it is relevant to include an explanation about which types of schools you have attended and any relevant work experience you may have had. For instance an applicant for Service, Hospitality and Tourism management could mention work experience in a hotel or restaurant, an applicant for Multimedia Design and Communication could mention a website they have designed etc. Very short courses lasting just one or two days are usually not relevant to mention, for instance a one day first aid course.

### You need to show that you know some facts about the study programme you are applying for, for instance:

- How do you feel about the structure and content of the study programme?
- How have you found information about Lillebaelt Academy and about the study programme?
- Which personal qualities do you think are necessary to be able to complete the study programme?

### Other examples of questions you can try to answer, when writing a motivational letter:

- Why have you chosen to apply for this particular study programme?
- Who are you as a person – making you suitable for this study programme?
- What are your main reasons for wanting this study place?
- Which relevant qualifications and experiences have influenced your decision to apply?
- What is your knowledge about Denmark and what are your expectations about living here?

REMEMBER: There is no right or wrong way to write a motivation letter. Be true to yourself and include what you find to be relevant for us to know about you.