
MOTIVATION LETTER

RECIPIENT

To whom it may concern,

Thank you for the opportunity to apply for the _____ at _____. After reviewing your job description, it's clear that you're looking for a candidate that is familiar with the responsibilities associated with the role and can perform them confidently. Given these requirements, I am certain that I have necessary skills to successfully do the job adeptly and perform above expectations.

I got my _____ degree from _____ with the concentration of _____. I accrued _____ of work experience as an _____. I had the privilege of working for _____ in _____. During the time I worked for _____, I had the chance to enhance my knowledge on;

In both my academic and professional life, I have been consistently praised as hard-working by my professors and peers. Whether working on academic, extra curricular or professional projects, I apply proven multitasking, research and planning skills, which I hope to leverage into the _____ role at _____.

After reviewing my resume, I hope you will agree that I am the type of competent candidate that you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization.

Kind Regards,

Thank you for your consideration and I look forward to hearing from you soon.

Kind regards,



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