



EXAMPLE LETTER OF MOTIVATION

Place where the letter is written, date
(e.g. Milan, 20th November 2017)

To Whom It May Concern,

Dear Sir/Madam,

First Paragraph

Explain why you are writing this motivation letter, giving personal details (the school you are attending and which subjects you are studying, highlighting the subjects you like the most).

Second Paragraph

In this paragraph you have to talk about your interests, hobbies. Write also a few lines about some work experience you possibly had.

Third paragraph

Here you have to write what you can bring to the company you are going to work in. (e.g. your ideas, projects, attitude towards your work, etc)

Fourth paragraph

In this last paragraph you have to talk about why you chose to apply for an internship and what you expect to gain during this experience.

Thank you for the time you dedicated to read my letter.

Yours faithfully,

(Name and Surname)