



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

How to write a motivational letter:

Section 1: Personal details

Full Name
Home Address
E-mail
Current professional photo

Section 2: Purpose for writing/ Internship Objective

Introduce yourself and explain why you are hoping to complete an internship (e.g., requirement of your university course, for professional development, to enhance your Italian skills...) and outline the field/job you are interested in working in and clearly explain the relevant skills and experiences that you have related to this field.

Section3: Professional Achievements

Describe your past and current professional achievements; outline the *relevant* duties that you were responsible for and what you learned from that experience and how it is useful in this prospective role.

Section 4: Educational achievements

Discuss how your educational achievements relate to this prospective role.

Section 5: Language Skills and/or other applicable skills

Give a brief overview of your current Italian language level, including your written and oral skills. Outline how long you have studied Italian for.

Section 6: Conclusion

Thanking the reader, showing availability for interview/ interest for feedback.