



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

UNIVERSITÀ CATTOLICA DEL SACRO CUORE
UCSC INTERNATIONAL
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How to write a motivation letter:

1) Heading:

Intern Name

Address

E-mail

Current professional photo

2) Introduce yourself and briefly explain why you are writing/what you are interested in (mentioning the job offer title/area of interest)

3) Professional Achievements: Describe your past and current professional achievements; Outline the duties that you were responsible for and what you learned from this experience

4) Cover your **educational** achievements or background and write how they are related to the job offer

5) Internship Objective: Explain why you are hoping to complete an internship (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

5) Language 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.

6) Conclusion: Hobbies and interests; conclusion sentence -Thanking the reader, showing availability for interview/ interest for feedback...