



DIAH AYU CANDRANINGRUM

HOW TO WRITE MOTIVATION LETTER



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EDUCATION AND CAREER

- M.Si in Communication Management, Indonesia University, Jakarta (2011)
- MBA in International Business, Maastricht School of Management, Maastricht, the Netherlands (2009)
- Bachelor in Landscape Architecture, Trisakti University (2001)
- Journalist or Tempo Media Group for Tempo magazine, Tempo daily, tempo.co, Tempo TV, Tempo Channel, Cantik Tempo (2002-2017)

TEACHING EXPERIENCE

- Faculty of Communication (Tarumanagara Univ, SGU, UPJ, Al Azhar Univ, Mercu Buana Univ)
- Faculty of Economy (Tarumanagara Univ)
- Journalistic Workshop (Trisakti Univ)
- Creative Writing Workshop (Tempo Institute, Neso Indonesia)
- Motivation Letter Workshop (Neso Indonesia)



TYPES OF SCHOLARSHIP INTERVIEW'S QUESTIONS

- What do you want to study in this university?

Answer:

- Why do you choose the subject?

Answer:

- Why do you want to pursue your study?

Answer:

- Where do you see yourself in ten years from now?

Answer:

TYPES OF SCHOLARSHIP INTERVIEW'S QUESTIONS

- What do you want to accomplish in your life?

Answer:

- How do you plan to use your scholarship?

Answer:

Do you plan to look for a part time job in order to earn some extra money while studying? Why?

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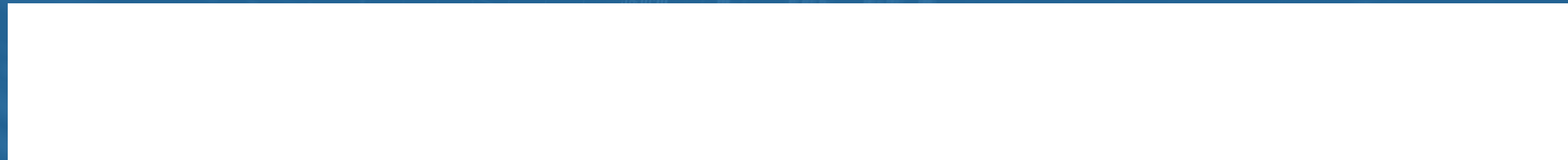
Answer:

We have only limited number of grants we can offer. But there are many more applicants for it. Why you should get it instead of somebody else?

Answer:



**YOUR MOTIVATION
LETTER IS ACTUALLY
“PART TWO” OF YOUR
APPLICATION.**



Course Overview

Outline of topics

- Introduction
- The structure of motivation letter
- General tips
- Different needs of motivation letter
- Q & A

MOTIVATION LETTER



DEFINITION

A letter that provide personal statement of condition, interest and motivation in a scholarship program

A motivation letter, motivational letter or a letter of motivation is a letter of introduction attached to, or accompanying another document such as a résumé or curriculum vitae.

Before you start, analyse the subject and make sure you have enough information to write a good and compelling motivation letter.

OPENING

- Introduce and identify yourself
- Tell them your background of work or study

BODY 1

- Showing the skill and achievement
- Show that you are the perfect candidate

THE STRUCTURE OF MOTIVATION LETTER

BODY 2

- Telling why you choose this school or subject of study
- The benefit if you graduate from this study

CLOSING

- Confidence closing statement
- Showing high interest

General Tips

ENSURE THE MOTIVATION LETTER IS INLINE WITH YOUR CV

Don't lie and exaggerate your profile.

USE ACTIVE AND POSITIVE SENTENCES

Do not use denying statement.

CAREFULLY CHECK THE NAME OF RECEIVER

Don't make a mistake about the name.

AVOID ABBREVIATIONS AND JARGONS

Don't use any words or statements that only you could understand.

General Tips

TRY TO IMAGINE THE PERSPECTIVE OF THE READER

Write convincingly, but not obtrusively.

1 A4 PAGE WITH 2/3 SECTION WITHOUT ANY CONCLUSION

Don't make it too long.

CUSTOMISE YOUR MOTIVATION LETTER FOR EVERY APPLICATION

Don't make any silly mistakes.

PROOFREADING >> GRAMMAR AND NO SPEELING MISTAKE.

Make sure somebody read your letter.

General Tips

DO YOUR RESEARCH AND BE PROFESSIONAL

Search the core values of the university.

PROMOTE YOURSELF

Tell your strengths and weaknesses.

MAKE AN OUTLINE

Make the opening, body and closing of essay.

SCRETCH IT OUT SPRUCE IT

Nobody gets the first rough draft perfect.

Opening

Address details

Company details and
contact person

Place and date

Subject

Dear Mrs ___ or Mr ___, Make
sure you have a name and
do not send the letter to
“Dear Mr/Mrs”.

Hereby, I respond to the ____
vacancy which I found on
the Faculty of Arts Career
Services website.

This vacancy caught my
attention, because I see a
great deal of similarity
between the job
requirements and my
experiences.

Body

I have the right education.

I have relevant work
experience.

I have the right
characteristics/attitude/men-
tality.

I'm specifically interested in
this job position /
organisation because ...

Closing

I would like to further
elaborate on my motivation
and enclosed CV during a
personal conversation.

Thank you for taking my
application into
consideration

The Needs of Motivation Letter



AUSTRALIA
AWARD
SCHOLARSHIPS

FULLBRIGHT
SCHOLARSHIPS

ORANGE TULIP
SCHOLARSHIPS

The Needs of Motivation Letter



LPDP



BPP-LN



**BEASISWA
SAMPOERNA**

GOOD LUCK!!



THANK YOU

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