

## METHODOLOGICAL RECOMMENDATIONS FOR WRITING A MOTIVATION LETTER

The motivation letter is the result of the individual intellectual property of the applicant, an essay is up to three A4 pages, in which the applicant reflects the motivational component of admission to a higher educational institution.

The motivation letter should be written correctly with a clear structure of information: 1.5-3 pages, Word document, classic for official style 14-point Times New Roman with 1.5 line spacing. The text should be divided into paragraphs.

The main features of a motivation letter are the following;

1. Clear and organized structure of your writing

A good motivation letter consists of introduction, body paragraphs and conclusion.

2. Logical order (coherence and cohesion)

There should be clear answers on such questions as:

\*Why this course and/or university?

\* What do I have to offer as an active participant in a student's life?

\*What are my future plans and goals?

3. Appropriacy in language use.

Academic style of writing, emotionally neutral, reasonable presenting of the information. There is no place for vague and uncertain thoughts.

4. Accuracy

The presence of spelling and stylistic errors is unacceptable.

5. A motivational letter should demonstrate engagement, desire, persistence to achieve personal and career goals.

A motivation letter is submitted to the educational institution simultaneously with other documents for admission specified in the Admission Rules.