



*Students' Movement for International Organization (MSOI)*

*Youth branch of the Italian Society for International Organization (SIOI)*

*Italian Member of WFUNA-Youth*



### **Guidelines for the "Letter of Motivation"**

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A letter of motivation is the document that accompanies your CV when you are applying for a country/NGO at a MUN. The letter of motivation is short (200-250 words), with a quite rigid structure and has the layout of a letter. Its goal is to introduce the CV, to bring to attention aspects of your activity that can help your application and are not listed or not presented in the proper light in the CV. In short, its goal is to answer the recruiter's question: "Why should I give that position to this person?".

**Layout** The layout is that of a formal business letter: your address and contact details come under your name, in the upper right corner of the page. You can put in front of the date the location, like Sofia, 2nd December 2000.

**Structure** Ideally, a cover letter has no more than four paragraphs. The goal of the first is to specify what you are applying for, the second paragraph should list your skills and qualifications that make you the right person for the position you are applying for, the third should point out why you want it.

After the fourth paragraph leave a blank space, same as you should do in the beginning, after the salutation (Dear). Write the proper closing, as described above and your name. Do not forget to leave a blank space between the closing and your name and to sign the letter in that space.

**Enclosure** It is customary for formal letters to mention whether you have enclosed any documents accompanying the letter. Simply mention enclosure, or write curriculum vitae under the heading enclosure at the end of the letter.

The following guideline shall help you to prepare the "letter of motivation" (cover letter) for your application. Please keep in mind that your letter of motivation represents an essential part for the evaluation of your application by the host organization of a MUN. You are therefore asked to describe your academic aims as precisely as possible while you explain your reasons for chose a specific country or organ.

You should write your letter in formal English (ex by avoiding abbreviations).

While writing the letter of motivation you should keep in mind the following questions:

- 1) What is your motivation for attending a MUN? What are your interests in the context ?
- 2) Why did you choose a specific organs (ex Security council instead of a Human Rights Council)? Why did you choose to represent a specific country/NGO?



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- 3) What are your qualifications that you can offer to the host organization in order to support your choice about a specific organ or country? How did you prepare for archiving such a qualification?
- 4) How do you think you will benefit from the MUN concerning your personal development and your studies?
- 5) Please enumerate some academic skills that you have already achieved and that can help you while representing the country/NGO that you have choose (ex. lectures, seminars,..); or any other personal experience that can prove both your knowledge of the topic on the Agenda and the interest in representing a specific country (ex. internship, travels, Erasmus,...)