



Studienbegleitprogramm Rheinland-Pfalz/Saarland

für Studierende aus Asien, Afrika,
Lateinamerika und Osteuropa

How to write a motivation letter for the grant of an Internship

The letter of motivation should describe in detail the placement and the contents, activities and fields of application of the internship as well as the personal motivation for it.

Some helpful questions can be:

- What exactly does the company, institution, authority do? (if a homepage exists, send link)
- In which areas will you be working concretely? How does the internship relate to your studies?
- Which qualifications can you acquire through the internship as a supplement to your studies?
- Which qualifications can you use or extend during the internship?
- How can it help you successfully continue or complete your studies?
- How could you use the experience and knowledge of the internship and study in a later professional life for the development of your home country?
- What other possibilities could it offer you for later employment?