

How to write a letter of motivation?

Take your time and start early.

The letter of motivation is a crucial document in being accepted for the training session and later in the recognition of becoming an EQUASS auditor.

The letter of motivation should answer the following questions:

1. What is your professional goal? In which sector would you like to work after becoming an EQUASS approved auditor?
2. Why do you apply for the EQUASS auditor training session?
3. Why do you think you are the right person for this training session?
4. What knowledge and skills have you gathered in your education or previous experience that you think will be useful as an auditor?
5. Have you already gathered any relevant experience?
6. How do you estimate your own personality? Do you think you would make a good auditor? Are you somebody who can contribute to improvement of the performance of social service providers? What makes you think so? (Emphasize your strong points but be realistic.)

Some points to pay attention to:

- Make sure your letter of motivation is well composed. First reflect on all the above questions.
- Apply an appropriate style of writing: avoid all kind of platitudes, flowery phrases and flattery; deal with your topics in a reflective and factual way. Do not campaign for your beliefs.
- Proofread the text and delete all dispensable and redundant parts. At the end, your letter of motivation should comprise not more than one-page A4.
- Pay attention to grammar and spelling!