

## **Guidelines for a Letter of Motivation for a Stay Abroad with Erasmus+ or PROMOS**



The letter of motivation should include special aspects of the curriculum vitae as well as the motivation for a stay abroad.

It highlights personal reasons for going abroad and serves as an additional decision tool for the selection of the scholarship places.

**Layout:** The layout is equal to a cover letter. The following data must be included:

- address of the sender
- address of the recipient is the International Office of the HOST
- place and date
- subject line
- signature

**Length:** one DIN A4 page (without back)

**Language:** German or English

**Content:** Personal motives are the priority information. They should be underlined by experiences.  
In general, there is no right or wrong in a letter of motivation, only more or less matching with i.e., the Erasmus+ or PROMOS programme.

Key Questions could be:

- Why do I want to go abroad? What is the aim of my stay abroad?
- What interests me about the country?  
(Please refer to your first wish)
- Do I already have international experience that supports my plan?
- Possibly: Are there any courses offered with interesting content?
- Possibly: Are the tasks within the company demanding in terms of content?

We are looking forward to receiving your application!