**DAAD**

Deutscher Akademischer Austausch Dienst

German Academic Exchange Service

*„Sustainable Water Management“ Programme*

**Instruction - How to Write the Letter of Motivation**

When applying for a graduate programme leading to Master’s or Ph.D. degree in Germany, applicants are requested to submit a letter of motivation (sometimes also called “statement of purpose”). These letters of motivation play an important role in the selection process.

**How do you write a successful letter of motivation?**

1. Take your time and start early. The letter of motivation is a crucial document in your application.

2. Do not start your letter of motivation by repeating your CV.

3. The letter of motivation should answer the following questions:

What is your professional goal in the context of sustainable water management? In which sector (industry, government, academia,…) do you intend to use your qualification and degree earned in Germany for your country and the further cooperation between your country and Germany?

In which way do you intend to contribute to the technological, scientific, social and/or political development of your home country once you are in a relevant position? (You may refer to knowledge from books and newspapers as well as to your professional or personal experience. Some facts and figures are highly welcome.)

Why do you want to study in Germany?

- Is there anything in Germany (technology, science, society, political system, economy…) which you think could serve as an inspiration for your own country? (Try to get some reading material from German organizations, visit the website <http://www.tatsachen-ueber-deutschland.de/en/> (facts about Germany) or the website of the German Embassy in your home country and try to make contact to Germans or people who have lived in Germany.)

- In the context of sustainable water management, which specific technologies developed in Germany would you like to learn more about and to apply in your home country? Why?

- Are there any German organizations, institutions or companies you would like to visit or learn more about? Why?

 With which company, or type of company or institution, do you imagine doing your 6-month internship?

- Typically, the internship should be arranged with (water sector related)

* component manufacturers
* engineering companies/consultants
* associations
* utilities
* plant/ system manufacturers
* construction companies
* chemical industry
* authorities of the federation or federal states
* municipalities
* water authorities
* corporations under public law concerned with water management and regulation of resources

but you are, of course, free to suggest other suitable fields, such as “process and operational management in the water sector”.

* *(Only for applicants for a Master scholarship:)*

- Why do you apply for the selected Master programme? Which of the courses offered in this programme are particularly beneficial in pursuing your professional goals? (Make sure you are well informed!)

4. Make sure your letter of motivation is well composed. First reflect on all the above questions, take notes, read more, discuss with friends. Then write an outline. Then write the text.

5. 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.

6. Proofread the text and delete all dispensable and redundant parts. At the end, your letter of motivation should comprise **not more than one page**.