



“Armenian International Youth Office” NGO

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How to write motivation letter for European Voluntary Service (EVS)

1. Introduction part

Address the letter to exact organization or better even both - organization and responsible voluntary coordinator. This personalizes the letter!

- Mention some facts about the organization and their activities and Your (positive) thoughts about them. This is to show that you have explored their activities, aims and You are interested in working exactly with them!

2. General part – this part you can use in all letters in case you apply to several projects in different organizations:

- Introduce with yourself – who are you, what are you doing?
- Motivate, why have you decided to do EVS?
- What have you done for society as volunteer already?
- Your interests, hobbies and view of life?

3. Devoted part to exact project - demonstrates your motivation:

- What is your attitude to the themes of project?
- Have you had previous experience in this field? (for example, if the project takes place in animals' shelter – what is Your attitude to animals, if the project takes place in kindergarten– what is Your relationship with children and so on)
- Which of the activities offered you think are especially interesting and which of them you could do particularly well? Why?
- Why do you think you are most suitable volunteer for this organization and in this project?
- What kind of bonds do you already have with chosen country? Why is it close to you?

4. CLOSING

- Say goodbye and mention that you will wait for their answer, sign, and add your contacts. It is important because organization might want to have a discussion on the phone.
- Occasionally they require adding some photos. You'll create confident impression visually too. Choose sunny, active and friendly photos! You can put them at the end of your letter, adding captions would be nice too. For example: photo with you in folk clothing from Song and dance festival and a caption, saying: I like to sing very much. I have participated in four Latvian song and dance festivals. This exact festival brought together several thousands of singers from various Latvian choirs.

Some more conclusions before writing:

- Length doesn't matter – content tells it all! There is no perfect motivation letter. And there is no ideal length for it. Write as much as you can! Don't try elongating a letter or cutting something off. Of course, no one will have time to read biographical novel on 17 pages, but seven rows won't tell about you anything!
- Emotions are good, but – let the host organization estimate them in real life when you'll be chosen for the project! Try to write a letter based on facts not emotions.
- People say that eyes are the mirror of soul. While host organization doesn't see them, enumerate not just your actions and successes but also some conclusions to demonstrate that you're open to new impressions.
- With EVS is the same as with love – it is or it isn't! It's not a work from nine till five; it is culture exchange project 24 hours a day! Organization needs a volunteer who would help to do not just exact duties but would be a part of the team! Don't be afraid to discover!
- Common interests make you closer. Tell about Your hobbies!
- Don't hide yourself under the dot! Remind yourself various activities where you have been involved! Mention your skills and tell how you could use them for a project! Host organizations like active people full of energy!
- All of us are looking for something SPECIAL. Host organizations aren't an exception. Young people from all over Europe apply to the projects! Think about why they should choose you! And write it in a letter! Who'll lift up the dog's tail if not yourself?
- Tell about yourself but concentrate on the organization activities and show how exactly you can help them! Ideally the proportion in a letter between "My input" and "My benefit" would be 7: 3 and not vice versa!
- Finally – show me your motivation letter and I'll tell you who you are! Both from letter's content and formatting is possible to see your attitude on things what you're doing and also possible to see your potential input to the project! That's why read a letter several times before send it away, correct mistakes, typos and pay attention to formatting!

If you have any question, please, don't hesitate to email or contact us:

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