Motivational/cover letter Template:

Addressing and header example:

Name of institution
International Office
City's name
Denmark

Name of applicant
Street & number
City of residence
Postal Code (i.e. H-2000)
Date

To whom it may concern,

XXXXXXXXXXXX……

This letter will be delivered to your primary institution/course, therefore it should be relevant to the field of studies. Write in a word processor using 12px Times New Roman fonts and justified alignment. Use a formal, professional style, taking care to avoid irrelevant content, grammatical mistakes and typos. The abstract should not exceed one A4 page, and should be written on SCEDA letter-paper (can be downloaded from this link: http://www.sceda.eu/wp-content/uploads/2012/02/SCEDA-levelpapir.docx). If you need SCEDA to review your final draft, upload it to our system on the link below, so that our colleagues may check it.

http://www.sceda.eu/jelentkezesi-dokumentumok-kuldese/

Structure of main body:

- 1st section (Introduction): Introduce yourself, explain where you found this opportunity and say which course you are applying for.
- 2nd section: The purpose of this paragraph is to prove that you are appropriate for the given course. You should give proper answers to the following questions: Why Denmark? Why this course? What motivates you? Why this institution (city)? What are your most relevant qualifications and experiences that may help you to complete the program?
- 3rd section: Your future plans, prospects.

Your name and signature should stand at the end of the text, on the bottom of the paper. Like this:

With Best Regards,

X Y

p.s. DON'T FORGET TO TURN ON THE SPELL CHECK! Don't hesitate to ask your local representative, for more information.