First name Last name MOTIVATION LETTER  
Street address  
Postal Code City  
Country DATE  
tel. +(358) xxxxxx   
email: xxxxxx

On the job learning/training

Dear Sir/Madam,

In the first paragraph you tell in short who you are, what your name is, your gender and your age. “I am currently studying at Varala Sports Institute in Finland to become (tähän ammatti, johon opiskelet)

As part of my studies I have been offered an opportunity to complete an on the job learning period in ”tähän kaupungin ja maan nimi englanniksi”. For how long time? Starting when?

Here you can tell about your earlier education and work experience or other activities that have helped you to develop your skills. Describe what kind of duties you are willing or able to do during the placement, what your specialty is and where you have the most experience.

Tell about yourself as a person, about your personality and what characteristics support your on the job learning experience. Explain the special skills that you possess and how they will be utilized in the workplace.

I am excited to participate in this student mobility, because….

Yours sincerely,

First name Last name