

Motivačný list- ako na to

Motivačný list je jedným z prvých dokumentov, s ktorými príde škola do styku. Preto musí vyvolať záujem, musí spôsobiť, že škola sa o Vás chce dozvedieť viac!

Nie je ľahké napísať dobrý motivačný list. Ak vám kompozícia takého dokumentu robí problémy, nechajte to na niekoho, komu ide práca so slovami lepšie (požiadajte príbuzného, či priateľa). Mot.list dajte prosím overiť po gramatickej stránke učiteľke angličtiny. Vy sa starajte o to, aby motivačný list obsahoval potrebné náležitosti, ktorými sú:

- **Kontaktné údaje**
- **Motivačný list má mať v záhlaví uvedené Vaše meno a kontaktné údaje.**
- **Pozdrav a oslovenie**

Patrí to k slušnej komunikácii a motivačný list nie je výnimkou.

Nekazte si prvý dojem tým, že na to zabudnete alebo to ignorujete.

Do Dánska používame formulku: „**To Whom it may concern:**“

Vysvetlenie dôvodu poslania motivačného listu

Uvedte, že sa uchádzate o konkrétny odbor. Uvedte aj dôvod, prečo Vás ponuka zaujala a rozhodli ste sa o program uchádzať. Ak si chcete podať viac prihlášok, môžete stále napísať iba jeden motivačný list, ale nezabudnite zmeniť názov školy a programu.

Argumenty

Motivačný list má obsahovať časť údajov zo životopisu. Na rozdiel od životopisu (kde by mali byť len fakty) tu si môžete dovoliť použiť kvetnatejší štýl a môžete podať tieto údaje tak, aby ste zaujali. Nemusíte sa báť použiť marketingové postupy, aby ste sa ukázali v čo najlepšom svetle. Samozrejme nesmiete uvádzať nepravdivé údaje. Najlepšie je držať sa týchto zásad:

Použite tie výrazy, ktoré boli uvedené napríklad v opise štúdijného odboru. Predložte argumenty z Vášho životopisu, ktoré Váš sľub robia dôveryhodným – uvedte príslušné vzdelanie, prípadne poukážte na to, ako ste už niečo také spĺňali v predchádzajúcich zamestnaniach resp. na škole.

Poukážte na fakty, ktoré hovoria o Vašej flexibilita a schopnosti učiť sa. Vyzdvihnite všetko, čo sa dá považovať za nadpriemerné výsledky.

Uvedte čokoľvek, čo Vám ešte viac pomôže zaujať (napríklad schopnosti a skúsenosti, ktoré ste nemali možnosť využiť, znalosti, ktoré ste si z vlastnej iniciatívy rozšírili).

Nakoniec požiadajte o to, aby vás zaradili do výberového konania. Môžete ešte uviesť zoznam priložených dokumentov.

Snažte sa o to, aby Váš motivačný list nepôsobil strojene - **musí byť prirodzený.**

Mot. list nemôže byť príliš krátky, ale ani príliš dlhý, mal by byť napísaný cca na jednu stranu!!!

Otázky, na ktoré by ste mali odpovedať v mot. liste:

Prečo ste si vybral AP Degree/Top Up/Masters degree v tomto programe?

Aká je vaša motivácia, a prečo by sme mali by ste prijať do tohto programu?

Aké sú vaše dôvody pre voľbu tohto osobitného programu?

Čo relevantné: kvalifikáciu a skúsenosti máte za sebou, a akým spôsobom sú tieto kvalifikácie a skúsenosti ovplyvnil váš výber programu?

Aké sú vaše myšlienky týkajúce sa tohto programu?

Aké sú vaše úvahy týkajúce sa štruktúry, obsahu, apod tohto študijného programu?

Aké informácie ste zhromaždili o tomto programe a ako?

Podľa Vášho názoru, aké druhy osobných zručností a kompetencií sú dôležité, aby bol dokončený titul v tomto odbore?

VZORY

XY, Vávrinovská 15, 851 05 Martin, Slovakia, x.y@gmail.com, +421905 111 234

TO WHOM IT MAY CONCERN:

Dear sir/ma'am,

My name is XXXXX YYYY and I graduated in Management of Tourism at Mendel university in Brno last June 2013. I am writing to express my interest in applying for a Tourism in Aalborg University of Denmark. I would like to get a master degree in Denmark because according to my friends who study there, Denmark is a land of friendly people, beautiful nature and more importantly a land of great education system where my dreams can come true.

Tourism, as a studying field in your university attracts me as I see many opportunities to get quality education and learn new skills. Another advantage of studying at your university are the internships offers in so many interesting countries.

From my point of view, my life is active and full of many experiences. To reach my dream of studying in Denmark I took a year off after my bachelor degree and I decided to go abroad to improve my English, to save money for study and to travel around the world. Last two summers, I have been in USA through work and travel program that really helped me to speak English and to gain more confidence and independence. Nowadays I have been in Canada through a working holiday program for almost one year. Before I came to Canada I had travelled between islands in Caribbean with only one backpack for almost two weeks. I learned a lot about being humble and grateful for everyday things. It teaches me to see situations in different perspectives. Travelling is my way of learning about life and learning how to treat and respect each other well.

My interests are meeting new people, practicing sports such as jogging and swimming, having a great time with my friends and family and travelling to a lot of places. In Denmark I would like to start learning another foreign language. I am thinking about Spanish, Danish or Russian language. I am responsible, hardworking, open minded and always positive person. I try to be a better man every day by pushing my limits. I think that everything is possible if you believe and never give up. I would like to utilize my skills and to be trained how to become the best in my field. I strongly consider the opportunity to study in your university as a great chance to change my life into better.

I look forward to seeing my dream come true by becoming a part of your university.

Yours faithfully
XXXXX YYYY

In Martin, 23/1/2014

XY, Chlumeckého 3, 811 05 Bratislava, Slovakia, x.y@gmail.com, +421905 365 123

TO WHOM IT MAY CONCERN:

Dear Madam/Sir

My name is XXXXX YYYY. I am 19 years old student attending a 4-year grammar school programme at Albert Einstein in Bratislava, where I will graduate in May 2014. I would like to apply AP Degree at Copenhagen Business Academy in Service, Hospitality and Tourism Management.

I have always been thinking about my future, building a career, becoming a successful person and generally finding my own path in life. And that is why I would be honored to become a student at your University in Denmark. I am excited of different studying methods. High academic standards, active study environments, interdisciplinary studies and project-based activities. I have chosen your country because of your innovative education system of high international quality. Another positive for me is that Denmark is well-organized and safe with a clean environment.

My biggest passion is of course travelling, getting to know and learn new cultures. This is the main reason why I would like to study especially Service, Hospitality and Tourism Management. Your University provides the ideal environment in which will strengthening and test my understanding of such a discipline.

I have some experiences beeing a part of different voluntary works during my school years. I have helped in raising money for people suffering from cancer and mental diseases. Being a volunteer gave me a knowledge of how to better communicate, how to learn and work experience. Also I attended on a few mathematical competitions. I played basketball for 5 years and that experience learned me how to be team player and never give up.

Every summer I have the opportunity po practice my English communication, when I am visiting Greece for holiday. Also having a chance to speak with my family in the USA. I like to study new languages, I also study Spanish. If there si any opportunity to learn Danish I will be very pleased to do it.

The same interest to study this programme have also my three classmate XXXXX XXXXX She is applying for Copenhagen Business Academy as well. We can count on each other.

I would like to learn from who I think is a leader in this educational field. For me it is Copenhagen Business Academy. I would be honored to have this chance and to be able to reach this goal.

Thank you very much for considering my application. I am looking forward to your positive response.

Best regards

XXXXX YYYY

in Bratislava 2/2/2014

XY, Bárdošova 3, 865 05 Žilina Slovakia, x.y@gmail.com, +421905 123 234

TO WHOM IT MAY CONCERN:

Dear Sir or madam,

please let me introduce myself: my name is XXXXX YYYY I am from Slovakia and I recently reached the age of 26. I am a graduate of a university in Slovakia with Economics as an area of study but currently I'm not active in this field. I would like to state a couple of reasons why I decided to apply for studies in Denmark at your school.

I spent most of my life studying and doing jobs that were beneficial for me on the one hand, they helped me to „pay my bills“ and live a decent life. On the other hand, however, I didn't put my heart into it because it wasn't my hobby, I didn't feel the joy and self-realization from doing it. Then I saw an article in newspaper asking: „Why do people in Denmark smile?“ with the answer being: because they do what they like best. It gave me the power to go and find my own way. It was about two years ago when I came to the point to quit my job and started doing what I was really passionate about: gastronomy and gardening. They are both my great hobbies which I do with enthusiasm and devotion. I took it the other way and instead of studying first I wanted to figure out in the first place what my passion is and how it would work out for me.

Now I would like to cover my knowledge and experience with a high-quality education and maybe one day open my own restaurant. That is why I decided to study hotel and restaurant management and why you are now reading my application.

And why Denmark? I visited your country three times during the last year's period. Last summer, when I spent whole August in Copenhagen, was one of my best vacations because I had the chance to get to know the country, the habits, the beautiful architecture and especially the ability of people to find joy in every sunny day, to work hard, but also to enjoy the time for yourself and for the family. I was impressed by it all so much that it encouraged me to enroll in a Danish language course in Slovakia. My Danish isn't excellent yet but since I spent half a year at the University in Dresden, Germany as a Socrates/Erasmus exchange student, I also speak German which is a lot of help while learning Danish.

I'm a person open to new experience, I like finding new creative solutions and my current job is my hobby. If I find a free minute in my day I spend it with my friends and family, I love going to theatre, reading books and travelling. From Danish people I learned going everywhere by bike. I truly

believe I will get the chance to study at your school because I am sure this is the best way for me and my future (and) career.

Looking forward to hearing you.

Very regards

XXXXX YYYY

In Žilina 08/03/2014

XY, Kožia 3, 811 00 Púčov, Slovakia, x.y@gmail.com, +421902 512 555

TO WHOM IT MAY CONCERN:

Dear sir/madam,

My name is XXXXX YYYY. I am 18 years old student attending Information and Networking technologies at a Secondary Electrotechnical School in Slovakia, where I am graduating in May 2015. I am writing to express my interest in applying for AP Degree in Computer Science at Erhvervs Akademi.

As the beginning let me introduce myself a bit deeper. I and people around me consider me a geek because I am really into computers. I spend most of my free time studying and programming. This is the main reason why I have been successful in many programming competitions. I would like to mention some of my results. I was 5th in national round of ProFIIT which is a programming competition organized by Slovak Technical University. I was also a successful competitor in regional round of Slovak Olympiad in Informatics in school year 2013/2014. Beside programming I also devote myself to networking and I have passed 2 Cisco certifications, IT Essentials: PC Hardware and Software and CCNA Exploration: Network Fundamentals.

I speak Slovak - native, Hungarian - near native, English and I have been learning German for a while. I really like foreign languages and I have wanted to speak much of them since my childhood. You know, there is a proverb "How many languages you know - that many times you are a person!" That is the reason why I would like to learn another language, which would be easy if I had chance to study abroad.

Why would I like to study at your university? I have been thinking about Denmark for a while because of the education system, the opportunity to study in English and the opportunity to learn Danish. I chose your university because of many reasons, the main reasons are: I have seen the programme's syllabus which suits me well. The next reason is that I have read a lot of about Erhvervs Akademi and I think it belongs to the best universities which provide Computer Science programme in Denmark.

The same interest to study this programme has also my classmate and my good friend Kryštof Kiss who is applying for Erhvervs Akademi as well. We can count on each other so it would be easier for both of us if we studied at the same university.

Thank you very much for considering my application. I am looking forward to your positive response.

Best regards ,

XXXXX YYYYYY

in Púchov on 20st November 2014

XY, Pri starej prachárni 1, 811 00 Bratislava, Slovakia, x.y@gmail.com, +421902 512 555

TO WHOM IT MAY CONCERN:

Dear sir/madam,

My name is XXXX YYYYY, I am 19 years old and I am currently attending University of Economics in Bratislava. I would like to show my genuine interest in applying for AP Degree Programme in Marketing Management at Zealand Institute of Business and Technology.

Since my early childhood, I have always been diligent student interested in various topics. Whenever I could, I have joined local competitions in English, Mathematics and Chemistry. Nevertheless, I have also attended music school for 5 years where I took piano lessons, after which I have also performed on small concerts, happening twice each year. I am thankful to my parents for getting me involved with former subject I mentioned, as they registered me for pre-school course in English. This has started my journey of seeking new languages, resulting in me choosing Spanish to be my second language at secondary grammar school. I would like to broaden my lingual experience, so I search for university that would make this possible. Nevertheless, even my current language experience allowed me to explore Europe comfortably. I have visited Germany, Austria, Croatia, Italy, but the most enlightening and compelling was my stay in Amsterdam. I was there for two months during previous summer. It was amazing opportunity to meet people from all over the world and what is more, to see multicultural society for a while. In addition, it showed me that it is very possible for me to handle foreign language and culture without significant issues.

My interest for art is a major incentive for me to get management experience I could use in a real life. Throughout the last few years I dedicated my love to designing furniture and houses. I discovered various 3D graphics programs which I tried to use to satisfy my imagination. I moved from simpler software as Google SketchUp to more complex

ones as Blender. Being it commonly used industry application, it is equally more demanding, and I work daily to improve my skills in it. Having said that, it is still a hobby for me, and I would rather manage a profitable business orientated on residential design, building my own brand. I dream of managing team of designers where I could use my imagination effectively.

Apart from art and languages, I am also very interested in economics which was compulsory for the final year at school for me. I enjoyed analysis of economic problems focusing on youth's finance management. My project included survey, prognosis and conclusion as well. Attending my extra economics classes helped me to gain place at management and economy course at university in Slovakia. Unfortunately, this course cannot fulfill my demands of getting real world experience when studying. My cousin, who is living in Denmark convinced me to try my luck as she has pointed out ultimately different approach on tuition that is done there. Since my decision, I have been working hard on my skills and even further took a 4 weeks Coursera.org course on marketing, branding, consumer centricity and market strategies provided by University of Pennsylvania. This has led me to obtaining verified certificate. Furthermore, besides improving my knowledge, The Definitive Book of Body Language by Allan and Barbara Pease taught me plenty non-verbal communication skills, which have a great use in this area.

I persistently improve my abilities, does not matter whether it is a concept I need to understand, language I need to master or a problem I need to analyze. I do my best to fulfill my dream of becoming a successful manager while using my love for design. I hope one day it will result in a well-organized and productive team, which would lead to long-time satisfied customers. I consider this course being the right path for me, as the taught subjects and internship are great tools to prepare me for my future career. Based on this statement, I would be grateful to be considered as eligible applicant for your university.

Yours faithfully

XXXXX YYYY

In Bratislava, 23/1/2014