

****PhD Motivation Letter Outline****

1. **Header**

- Your Name
- Address
- Email
- Phone Number
- Date

2. **Recipient's Information**

- Professor/Admission Committee Name
- Department/University Name
- Address

3. **Salutation**

- Dear [Professor's Name/Admission Committee],

4. **Introduction**

- Brief introduction of yourself
- State the specific PhD program you are applying for
- Mention how you found out about the program

5. **Academic Background**

- Summary of your relevant academic qualifications
- Discuss your previous research experience and projects
- Highlight any publications or presentations

6. **Research Interests**

- Clearly state your research interests
- Discuss how they align with the faculty or program

7. **Professional Experience**

- Outline relevant work experience, internships, or teaching roles
- Connect this experience to your research interests

8. **Motivation for Pursuing a PhD**

- Explain why you are passionate about your field
- Discuss your long-term career goals

9. **Why This Program/University**

- Discuss why you chose this specific program/university
- Mention faculty members you wish to work with and why

10. **Conclusion**

- Reiterate your motivation and enthusiasm
- Express your hope for consideration and willingness for an interview

11. **Closing**

- Sincerely/Best regards,
- Your Name