Motivation Letter Checklist
1. **Header**
 - Your Name
 - Address
 - Email
 - Phone Number
 - Date
2. **Recipient Information**
 - University Name
 - Department/Faculty
 - Recipient's Name (if known)
 - Address
3. **Salutation**
 - Dear [Recipient's Name/Admissions Committee],
4. **Introduction**
 - Brief introduction of yourself
 - Purpose of the letter
 - Specific program you're applying to
5. **Academic Background**
 - Relevant degrees/courses
 - Academic achievements
 - Relevant projects or research
6. **Professional Experience**
 - Internships, jobs, or volunteer work
 - Skills acquired from experiences
 - How experiences relate to the program
7. **Motivation and Interest**
 - Reasons for choosing this university and program
 - Specific interests within the field
 - Career goals and how the program aligns
8. **Conclusion**
 - Summary of key points
 - Expression of enthusiasm
 - Thank you for considering your application
9. **Closing**
 - Sincerely/Best regards,
 - Your Name
10. **Proofreading**
 - Check for grammar and spelling errors
 - Ensure clarity and coherence
 - Confirm adherence to word limit and format requirements
11. **Final Review**
 - Get feedback from peers or mentors
 - Ensure all required elements are included