



Cover Letter Personal Statement Motivational Letter

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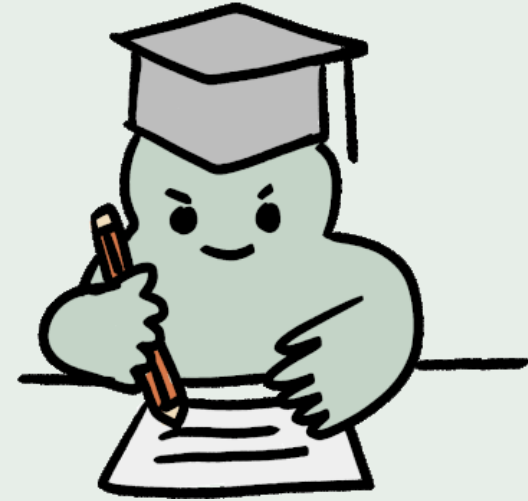
Body of the presentation

- 1. The relevance of the main topic**
- 2. Cover Letter**
- 3. Personal Statement**
- 4. Motivational Letter**
- 5. Conclusion and checklists**



The relevance of the main topic

A well—written Motivational Letter, Cover Letter and Personal Statement are an easy ways to present yourself and be remembered by the admissions committee or the employers. When several candidates with an equal number of points apply for one place at once, they will choose the one who will best reveal their strengths in these documents. This is your chance to stand out from other candidates from all over the world, to prove that you are the best one.



The background features a complex, light-colored network of nodes and edges, resembling a molecular structure or a data network. The nodes are small circles, and the edges are thin lines connecting them. The overall appearance is that of a scientific or technical illustration, possibly representing a protein structure or a network graph. The text "Cover Letter" is centered in a white, serif font.

Cover Letter

Definition

A part of your job application, alongside your resume or CV.

Purpose: summarizing your professional background.

Main goals: to impress hiring manager and convince them you are worth.



Structure

Header.

Add all the necessary contact information.

Introduction.

Introduce yourself in the opening paragraph and explain your interest in the role.

Body.

Elaborate on why you're the best candidate for the job and a good match for the company. Focus on selling your skills, achievements, and relevant professional experiences.

Conclusion.

Summarize your key points and wrap it up professionally.

1. Contact details
2. Intro
3. Body
4. Conclusion

Egor Kupreev
Plasma physics, laboratory assistant

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To
Mr. Gennaddy Kirnev
Head of security department
ITER Organization
Route de Vinon-sur-Verdon
CS 90 046
13067 St. Paul Lez Durance
Cedex, France
01 August, 2024

Dear Mr. Kirnev,

I am writing to express my enthusiastic interest in the Plasma Physicist position at ITER, as advertised on your website main page. With over a decade of intensive research in plasma physics, including significant contributions to the National Fusion Laboratory, I am excited about the opportunity to bring my expertise to your esteemed team.

During my tenure at the National Fusion Laboratory, I led a groundbreaking project that achieved an unprecedented 95% efficiency in plasma containment, which resulted in a 150% increase in energy output during experimental trials. My efforts not only advanced our understanding of plasma behavior but also positioned our team as a leader in fusion research globally. As a result, we were able to present our findings at the International Conference on Plasma Physics, where we received the "Best Presentation" award out of over 200 submissions.

With a Ph.D. in Plasma Physics from MIT and a solid foundation in experimental design and data analysis, I have successfully conducted over 100 high-stakes experiments, leading to the publication of 15 peer-reviewed articles with more than 200 citations. My recent research on magnetic confinement strategies has been instrumental in developing next-generation fusion reactors, aligning perfectly with ITER's mission to innovate and propel the field of plasma physics forward.

In addition to my technical skills, I am passionate about collaboration and mentorship. I have trained and guided a team of 10 researchers, improving our project completion rate by 30% and fostering an environment of creativity and innovation. I believe that the synergy of diverse talents leads to extraordinary breakthroughs, and I am eager to contribute my leadership experience to your team.

I am excited about the possibility of working at ITER and contributing to your pioneering research in plasma physics. Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your laboratory.

Sincerely,
Egor Kupreev



How to write a cover letter?

1. Cover Letter templates



Header

Full Name

Job Title

Email Address

Phone Number

Location

Relevant Links



A business card for Egor Kupreev. The card has a white background with a dark blue footer. The name 'Egor Kupreev' is centered at the top in a large, dark blue font. Below the name, the job title 'Plasma physics, laboratory assistant' is centered in a smaller, teal font. The footer is a dark blue rounded rectangle containing eight contact items arranged in two columns. Each item consists of a small teal icon followed by the contact information in white text.

Egor Kupreev
Plasma physics, laboratory assistant

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Header

To

Mr. Gennaddy Kirnev
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01 August, 2024

**Hiring Manager's
Name**

**Hiring Manager's
Title**

Company Name

Location



Your questions



Personal Statement

Definition

A personal statement is a story about your development as a professional or as an individual, about your values, beliefs and principles.

Goal is to learn more about you as an applicant from a personal perspective.



What is a personal statement?

Oh, what a statement



Different organizations may use different terms to refer to this document: “statement of purpose”, “personal statement”, “letter of intent”, “personal narrative”.

Depending on the requirements of the organization, the personal statement can be either part of the resume or a separate document.



How to write a personal statement?

❑ What qualities and skills are important for a good... (doctor/ lawyer/ teacher etc.)?

Which of them do I have?

How do they help me in life?

❑ What am I proud of?

What are my greatest achievements?

How can I highlight them in my personal statement?

❑ What is important for me?

What do I believe in?

What are my core values?

How can I highlight them in my personal statement?

Tips for writing

- ❑ Avoid information that you have already provided in other documents (CV).

- ❑ Provide as much information about yourself as possible, in the most concise form.

- ❑ Avoid unclear language and unsupported statements. Illustrate your words with situations and examples from your life.



Differences between a cover letter and a personal statement

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- What is it for?
- When looking for a job, it accompanies the applicant's resume.
 - When applying for training and other programs.

- When entering schools, colleges, universities.
- When applying for grants and scholarships, participating in competitions.
- When looking for a job.

Who will read Employer (employer's representative).

Admissions committee, competition committee.

- Function
- Arouse interest, force people to open and study their resume and other documents.
 - Provide more information about the applicant's motivation, skills and potential benefits for the employer.

Give more personal information about the applicant (competitor), talk about motivation, intentions and plans

- Format and volume
- Formal;
 - In letter format.

- Formal/semi-formal;
- It can be formatted as an essay, a letter, or part of another document (depending on the requirements).

Volume Up to 1 page.

Depending on requirements.

Content Specific - based on information about a specific company, an open vacancy, values, corporate culture, mission, etc.

More generally, it's about you as a candidate. Or it is determined by requirements (an answer to a question or a series of questions).

Focus On the company/program and your desire to work/take part in it and benefit.

About yourself, your qualities, motives, beliefs.

Conclusion





Your questions



Motivational Letter

Definition

A motivational letter is a document with a story about yourself and your achievements, which is attached to the package of documents when responding to a vacancy, applying for a grant or visa, etc.



Types of motivation letters

- ❑ A motivational letter for a university (or another educational institution);
 - ❑ A motivational letter for a job application;
- ❑ A motivation letter for an internship or volunteer program;
 - ❑ A motivational letter for obtaining a grant or scholarship.

Who reads a motivational letter?

- ❑ When applying to educational institutions:

 - Admissions Committee

 - Professors and Instructors

- ❑ When applying for grants and scholarships:

 - Expert Committees

 - Program Organizers

- ❑ When applying for a job:

 - HR Managers

 - Direct Supervisors

- ❑ When applying for internships or volunteer programs:

 - Program Coordinators

 - Mentors and Advisors

Tips for writing

- ❑ The introduction should capture and engage an unfamiliar reader, but not confuse or repel them.
- ❑ Remove any information that is not directly related to the topic.
- ❑ One thought — one expression. Remember to be concise.
- ❑ Linguistic and grammatical errors are absolutely unacceptable.
- ❑ For ease of understanding, use simple sentences without numerous participial and adverbial phrases.
- ❑ The conclusion, like the introduction, should adhere to the norms of business correspondence, while still having its own distinct character.



How to write a motivational letter?

Introduction

- ❑ Relevant contact information
- ❑ Addressing the contact person
- ❑ Desired position or educational program
- ❑ Presentational sentence



Main body

- ❑ Do not express your desire for the position to the extent that the letter appears desperate;
- ❑ Do not lie or embellish the truth. In both cases, the letter will not receive a response;
- ❑ Remember that a motivational letter is not a social media post;

Conclusion

- ❑ Mention why you believe you would be a great fit for the company or organization;
- ❑ Add a call to action like being ready to contact by phone or come to an interview.

1. Create a short outline.
2. Write the introduction.
3. Expand the text.
4. Write a concise conclusion.
5. Edit the text.

Examples





Your questions

Contacts

Cover Letter

Egor Kupreev

egor3622@gmail.com

Personal Statement

Polina Veselova

polinaveselova64@gmail.com

Motivational Letter

Kamil Khafizov

hafizov.kr@edu.spbstu.ru

General questions

Elizaveta Korzheva

elizavetakorzheva2004@mail.ru