

Subject: Motivational letter for [Master's / Bachelor's thesis at the chair of ...]

Salutation: Dear Chair of ... / Professor ...

Opening Paragraph

Introduce yourself and state your purpose

- Mention your current academic standing
- Clearly state your reason for writing the letter

Personal Motivation and Connection to the field

Explain ...

- why you're passionate about this particular field of study
- any specific experience or moment that sparked your interest
- how this aligns with your long-term goals or academic interests

Relevant Academic Background and Skills

Highlight...

- the relevant courses, projects or research experiences that have prepared you for this thesis
- Specific skills you've acquired that are directly applicable
- any academic achievements

Practical Experience and Research Readiness

- Emphasize any practical experience related to the program (e.g. internships, assistantships, volunteer work)
- Mention specific research or technical skills that will be valuable
- Highlight your ability to work independently and adapt to research setting

Why this Chair

- Explain what specifically attracts you to this chair
- Mention the research of specific professors or recent projects
- Reinforce why this program is the best fit for your goals

Future Goals and the Impact of this Opportunity

Conclude with a forward-looking paragraph

- Describe how this thesis program aligns with your career or academic goals
- Express your enthusiasm about contributing to the program
- Convey your confidence in your readiness

Closing and Thank you: Kind regards, ...