



If you want to write a successful application, try to avoid the following common mistakes:

1. **Motivation letter is a copy of another motivation letter you found online**
 - Mention your qualifications and purpose.
 - Refer to the advertisement you want to apply for.
 - The letter is personal, so it has to reflect your own style.

2. **Motivation letter is too general**
 - Communicate clear messages
 - Let the person perceive your motivation for the post you are applying to

3. **Language used is too complex**
 - Use simple language
 - Be as concrete as possible
 - Express clear thoughts and messages
 - No needless sentences just to fill the page

4. **Motivation letter is pure reflection of CV**
 - Do not just reflect your CV
 - You can draw attention to some of the pertinent items on your CV
 - Focus on key points from your CV that are especially relevant for the job you are applying to

5. **Your contact data is missing**
 - Check if you have included all the necessary information.
 - Do not forget your contact details (email, telephone)

6. **Function you are applying for is missing**
 - Do not forget to mention the subject: the position for which you are applying

7. **There are orthography mistakes in the letter**
 - Check the language used in the letter – if it is not your mother tongue give it someone to read who is an “expert”
 - Avoid any spelling / typing errors