

Evaluation Criteria

Motivational Letter Format

What is it for?

Motivational letter is to enable competitors to introduce themselves and express what an inside power and intentions leads them to apply for a specific position and showing why they are the one for a position. This is where competitors bring themselves to the ground and what they can do in profession way.

How to write it?

Most of the time it has 3 main structures.

1. Introduction

- Personal information(who are you? What do you do? ...)
- What are you applying for?
- Why are you applying?

2. Body

- What attracted you
- What requirement can you fulfill for the specific position
- Stories behind your achievements
- Skills
- Passion for what you're applying for.
- Anything you want to add relevant for the position you are applying

3. Conclusion

- Future plans(short general goal you want to achieve)
- Finishing sentences(conclude your main point, motivating words, thank the reader...)

- According to the points you want to include you can partition the 3 main structures in paragraphs.
- The writing should be formal and professional.
- Write your personality, interest and motives for applying, but also sauce them with specific qualities and future plans and try to give equal space for both points.

Evaluation Criteria

SAMPLE MOTIVATION LETTER FOR STUDY ABROAD

From,
Griffith Daniels
3545 Eget St.
Tacoma AL 92508
(425) 288-2332

02-01-2019

To,
Anne Beasley
987-5646 Uma St.
Savannah Illinois 85794

Subject - _____

Dear Sir/Madam,

My name is Griffith Daniels, and I am eighteen years old. I am studying in St. Perry's College of Sydney, Australia and currently pursuing my 12th Grade in the stream of Science. I am elated with the field I have selected, and I shall dedicate my entire life in studying various aspects related to Physics, Chemistry, and Biology. Also, I would like to inform you that I love to interact with students from different countries, and many of my friends are studying abroad as well. Apart from studying, I also have a keen interest in studying and photographing different plants and animals. I have been a part of several lab projects of my college and have acquired an interest in maintaining the statistical data of the different flora and fauna. Also, I have an ardent desire to study abroad and interact with international students to broaden my mindset and to sharpen my intellect. I am very keen to study in the United States as it offers numerous opportunities and professional courses for international students. Moreover, the lack of suitable courses in my own country is making me take this important decision in my life. Therefore, I am writing this letter to you to apply for the medical course your college is offering for the students of Science. I am looking forward to completing this 6-year course as soon as possible to achieve my goals of securing a PG degree in the field of medicine. Also, I would like to inform you that I have been a part of several study tours and student awareness programs arranged by my college in the short span of two years. I am sending you my academic details in the CV attached with relevant documents in this letter. I am hopeful that my experience and skill-set would prove to be apt for this course.

Thank you for going through my application.

Yours Sincerely,
(Signature)
Griffith Daniels
(425) 288-2332



N.B This is a sample taken from the internet.

Evaluation Criteria

Action Plan

What is an action plan?

An action plan is setting goals that illuminates where you want to end up and a checklist for the steps or tasks you need to complete in order to achieve the goals you have set.

Steps to write an action plan.

1. A concrete Goal

Define your goal.

SMART goal

Specific- well defined and clear

Measurable- include measurable indicators

Attainable- realistic and achievable with in the resources, time, experience...

Relevant- align with other goals

Time frame- has finishing date

2. Strategy

List tasks which leads to the goal

3. Schedule timeline

4. Establish milestones

5. Track progress and assess success

How to examine your success

Track your progress by team meeting, self reflection...

N.B The above steps are to show you how an action plan is actually made, but for your election highlight of action plan is enough. Don't go to the details, just put general plan in a general timeline.

Evaluation Criteria

Action Plan Template



Company Name

Company Address Line
Phone: 555-555-5555
Email: abc@example.com
Website: www.aftemplates.com

Action Plan

Prepared By: _____ (Name)

For the Period: _____

Objectives <i>(List of Team Objectives)</i>	Tasks <i>(what you need to do to achieve your objectives)</i>	Success Criteria <i>(How you can identify your success)</i>	Time Frame <i>(by when you need to achieve the tasks)</i>	Resources <i>(What Resources you need for each task)</i>



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