

MOTIVATION LETTER – Guidelines

Any student of the Faculty of Economics and Management that wishes to start any kind of internship is required to write a motivation letter in this way:

1. Briefly describe the company/institution you have chosen
2. Explain why you have chosen it
3. State what your expected tasks will be and why are they consistent with your study programme
4. Outline the expected learning outcomes of your internship following the “Dublin Descriptors” provided below

European Qualification Framework (EQF) Dublin Descriptors

- **Knowledge and understanding:** Students show critical and interdisciplinary knowledge and understanding in the macro areas of their study program (in what ways is knowledge and understanding acquired during the study programme relevant to your internship?)
- **Applying knowledge and understanding:** Students show they possess specific problem diagnosing, managing, and solving skills they can apply to new and unfamiliar settings and situations related to their field of study (in what ways will you apply knowledge and understanding acquired during the study programme to your internship?)
- **Making judgments:** Students show they can integrate the skills and methodological tools acquired from the different disciplines of their study programme to critically analyse relevant data and sources (in what ways will the internship enhance your ability of making judgments?)
- **Communication skills:** Students show oral and written proficiency in Italian, German, and English, as well as intercultural competence between the three languages. They can produce documentation for academic and professional purposes and can address both expert and non-expert audiences (in what ways will the internship contribute to improve your communication skills?)
- **Learning skills:** Students show they can autonomously use their analytical skills to deal with complex issues even in the long term (in what ways will the internship enhance your “learning to learn” ability?)

Please, use the same format to write your final report.

Make sure the motivation letter and the final report comply with unibz’s general requirements and guidelines available at: <https://guide.unibz.it/en/internships-placement/internships-bz-bk/steps-forms/>

For further information contact the Career Service: Tel +39 0471 012700 careerservice@unibz.it