

What a motivation letter and the CV should consist of.

The motivation letter is a crucial part of your application. It should help the reader to decide why you are the best candidate for the chosen traineeship. Below are some useful tips for writing a good traineeship application letter and please remember to always mention the **project reference number** and **project title** in your motivation letter:

1. Introduce yourself.
2. Describe why you are interested in doing your traineeship in the JRC. Specify what attracts you to the Joint Research Centre.
3. Summarise the personal characteristics you have that are relevant to the traineeship. Ensure the letter shows how motivated and enthusiastic you are. Be attractive!
4. Briefly describe what you would like to do in the future.

A well-written letter should be relatively brief and should not be more than one page long. Be as concrete and convincing as possible and use simple language. Finally, make sure your motivation letter is clearly laid out and with no typing or spelling mistakes!

The CV should highlight the skills, knowledge and education and at the same time, it should reflect your personality and interests.

1. Mention which subjects you are especially good at and what your current marks are.
2. Mention which relevant skills you have. Mention the choice of the courses for the 6th and 7th year.
3. Outline which languages you know and their level.
4. Write about your hobbies and interests.