

THRIVE Youth Worker Handbook  
Annex C. Motivation Letter Template

A short motivation letter template for vacancies that request more than a CV and email.

[Your name and contact details]

[Date]

Dear [Employer / Hiring Team],

I am writing to express my interest in the position of [job title]. I would like to apply because I am motivated to work, learn and contribute responsibly.

I believe I can be a suitable candidate because I am [mention 2 to 3 strengths: reliable, motivated, communicative, ready to learn, organized]. Through my education, volunteering, practical experience or everyday responsibilities, I have developed skills that can be useful in this role.

I would appreciate the opportunity to present myself further in an interview. Thank you for considering my application.

Kind regards,

[Full name]

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