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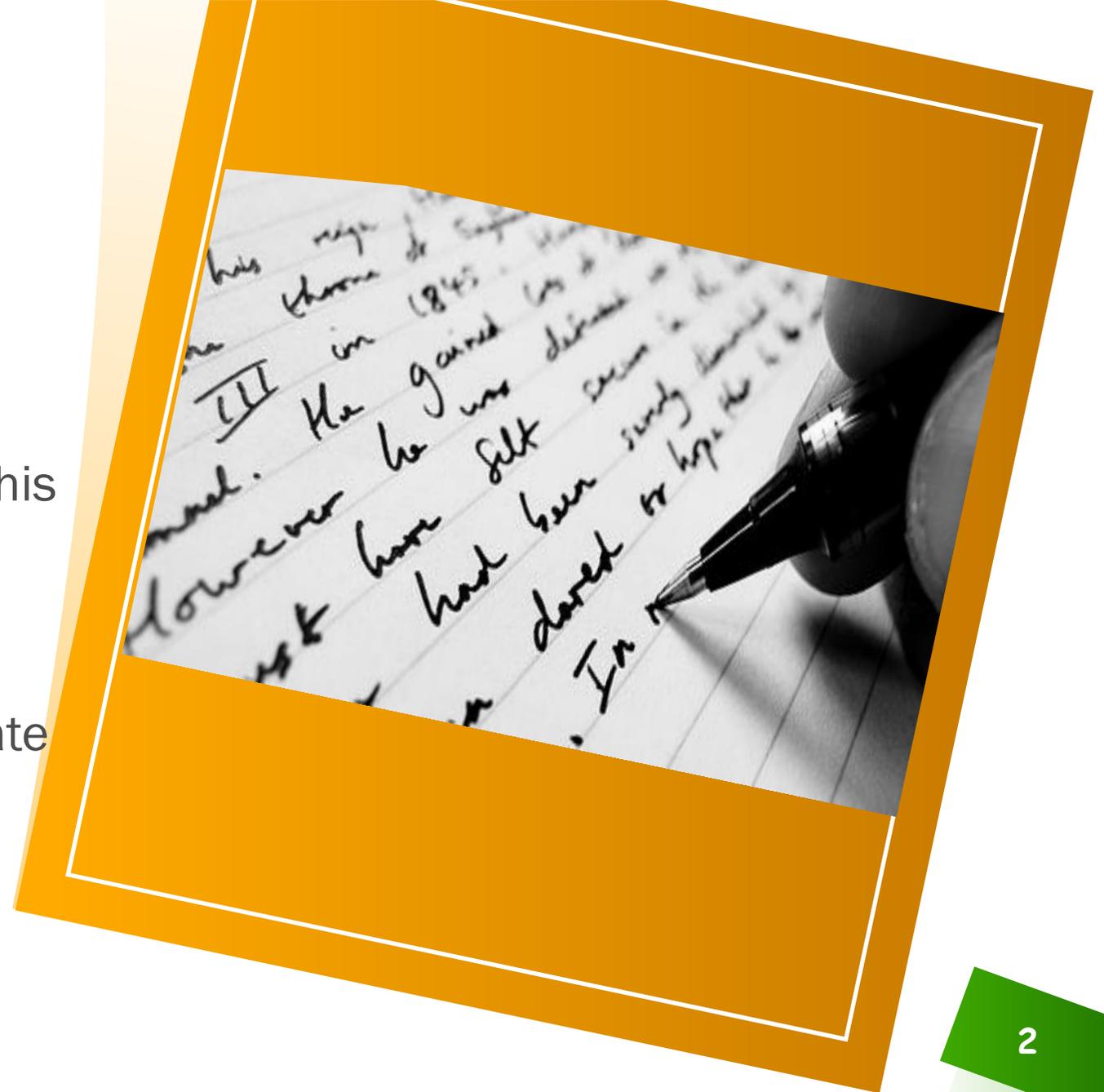
Writing a motivation letter



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Common Questions

- describe why you want to participate in this program
- explain your self to convince the committee that you are the right candidate for the scholarship programme



ADD A FOOTER

Universal Layout

- 1. Introduction
- 2. Body
- 3. Conclusion/closing statement

ADD A FOOTER

Introduction

- Explain a little bit about your self, but do not repeat what is written in your CV.
- Explain the background or the reason why you want to be there.
- What sparked your interest

ADD A FOOTER



**Address it clearly
and concise**

**State specific reasons,
demonstrate knowledge and
express passion**

ADD A FOOTER

As a librarian in a developing country, facing some problems and challenges are quite common. Problems related to unskilled human resource, budget, space, IT management, always challenge this profession to cope with those problems creatively. Courses like IT Management, Information Management, Reference and Discovery Services, Collection Management, Human Information Behaviour, which provided by the best library school in Asia, would strongly enrich my future studies and help my prospective career as librarian and lecturer in Indonesia.

Address it clearly and concise

Relate the problem (straight to the point) to the program you are applying for.

ADD A FOOTER

As a librarian in a developing country, we face some difficulties and challenges. Besides the limited budget, which is a common problem, learning access to experts is also limited. Although many technological advances have made distance learning possible but learning directly from the best practices in a developed country is truly worthwhile. Therefore, all chances in a career development program which held in a developed country and organized by the world-class organization, such as IFLA/OCLC, is really precious for me

The Body

- Look at the requirements for the motivation letter or the program you are applying for
- Share your interests, your feelings, and moment when you take part in activities that correlate with the program in question.
- Mention what do you want to achieve (specific goals) if the opportunity given to you
- Talk about work experience/other experiences, spotlighting those related to what you wish to pursue in that program

ADD A FOOTER



Example

The short course program provide the academic library management

On the other hand, as a team in teaching information literacy (IL), both internally in Petra Christian University and externally in the library associations, insist me to keep learning how to teach innovatively, and how to design the teaching material interestingly. Through this program, I expect to learn about it, especially how the libraries in Hong Kong University run and manage their IL program.

Another one that I want to learn is space management, how the libraries plan, create and manage their space very well and meet the patron's needs. We all know that space constraint is the problem in Hong Kong, but how they design and plan the limited space so the patron can utilize it, is incredibly amazing.

ADD A FOOTER

Example

<1000 words and should demonstrate insight into the problems and opportunities facing libraries in your country, an awareness of the role of library cooperation, and evidence of personal commitment to professional development and service

Currently, I am actively involved in two (2) professional organizations, Forum for Indonesia Christian Higher Education Libraries (ForPPTKI), and Forum for Indonesia Higher Education Libraries-East Java chapter (FPPTI-Jatim). These two professional organizations have their own problems, and as a person in charge, I need skills and competencies improvement to overcome it.

ADD A FOOTER

Example

For PPTKI faces a problem with human resources. Low quality of librarians or untrained staff become a major problem to be solved. Mostly, members are from Christian University and Theological University Libraries from outside Java Island, which is far from most developed and education centre area. Giving them new knowledge and insights about what the future library will be, what the libraries in a developed country have done, the movements and big changes in a library in this century, and training the skill they need to deal with that challenges, will enlighten their outdated mindset about librarianship. Mostly, their mindset about the librarianship is lending and maintain the book. Training program and talks, which have been planned, could equip them professionally. As a team of skill development division is a responsibility for me to help them to be a qualified and well-trained librarian.

ADD A FOOTER



I also quite active doing some social and educational related activities, such as introducing what the library is, librarian as a profession, and raising a reading awareness among kindergarten, primary schools students' around campus and some schools in Surabaya. In the next few months, I will help a non-profit organization to train school's staff in XXX to develop and maintain their school library. Moreover, I will give a talk to the students to introduce and inspire them about the librarian as a profession. Being in this program, will bring me some inspiration what I have to do to the library as well as sharing with the staff.

Conclusion/Closing Statement



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- End with a positive statement on how excited you are
 - The conclusion should once more indicate to your personal/social advantages



e.g. Regarding the things that I mentioned above, being a fellow in this career development program will enrich and equip me professionally with many knowledge, insights, and experiences that can be implemented and used positively in solving the problems, and bring forward the librarianship in Indonesia.



Additional Tips

- Taruh nama disetiap halaman, bila essay/motivation letter terpisah dari Form Application
- Sekitar 500-1000 kata panjangnya
- Proofreading, baik mandiri atau orang lain
- Perhatikan siapa yang akan memberikan LOR Letter of Reference





Thank You!



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