

DÉCRYPTER UNE OFFRE ET VALORISER SA CANDIDATURE - MONDE ANGLOPHONE

EXEMPLE DE LETTRE DE MOTIVATION

Licence Creative Commons CC-BY-NC-SA

En haut à droite, vos coordonnées, suivies de la date

→ 1 rue de l'Industrie
75021 Paris, France
+33 6 78 98 01 23
merry.candidate@sciencespo.fr

L'adresse du destinataire (exactement celle que vous utiliserez sur l'enveloppe). Alignez-là le long de la marge de gauche.

↓
Mr. Rory Crueters
United Nations Development Program
405 East 42nd Street
New York, NY, 10017, USA

Objet de la lettre

Re: Internship in the UNDP project in Cyprus

Mise en page: April 1, 2016

- pas plus d'une page
- proprement tapée
- police classique (Times, Verdana, Arial ...)
- Taille de police : 12 si possible, et pas moins de 11
- marges entre 1.5 – 2 cm
- respectant comme ici les règles de l'Anglais pour les affaires

Dear Mr. Crueters, ← Commencez toujours par "Dear" pour saluer votre destinataire ; si possible en l'appelant par son nom

It is with great enthusiasm that I am applying for your Partnership for the Future Internship Programme in Cyprus' United Nations Development Programme. Cooperation between Greek and Turkish Cypriots would appear to be key for economic development and peace building in the region. UNDP's values of sustainable development are in perfect agreement with my own. It would seem that Cyprus is exactly where the issues of historic nationalism, economic instability and movement of persons come together and need most to be faced.

← Les paragraphes ne doivent pas être trop longs. Laissez un espace entre les paragraphes.

Strongly concerned by sustainable development and the environment, I am involved in a project of water management cooperation in Paris this year and would be eager to work on similar issues - such as the Nicosia/Lefkosa waste water treatment plant that was completed in 2013 and that is used by both Greek and Turkish Cypriots.

During my double-bachelor studies at the Sorbonne and Sciences Po, Philosophy has given me the tools to analyse and question ideas and facts. Through Social Sciences I have acquired the ability to conduct extensive research, analyze the findings and synthesize them into reports and presentations. My courses in statistics and econometrics courses have taught me to interpret and analyze data using both Stata and Excel softwares.

Having lived two years in Athens, Greece, and one year in Istanbul, Turkey as an exchange student in Bosphorus University, I have become very familiar with both Greek and Turkish cultures, politics and ways of life. I take a keen interest in the relation between the two countries.

Sensitive to problems of social exclusion and inequalities, I want my career to have a positive impact on societies around me. Eager to develop innovative projects to address these issues, I have taken part in a prize-winning, social business plan, group project whose aim was to help refugees in Paris to get work. I have also volunteered weekly at a judiciary center for juvenile delinquents to help them become positive members of society. Interning at UNDP in Cyprus in the areas of democratic governance and civil society would allow me to support social cohesion and encourage projects on an island where the economic crisis' repercussions are still being felt.

Currently studying for a Master's degree in international Development at Sciences Po in Paris, a leading French social sciences university, I am planning to take a gap year and will be available for four months, from July to October 2016. Keen to participate in projects that matter with a specific interest in Cyprus, I am excited by this opportunity to gain hands-on experience in the fields of democratic governance and sustainable development. I look forward to speaking with you to discuss together how I can serve the UNDP's objectives toward peace through economic development.

Thank you for your time and consideration of my application. .

Sincerely yours, ← Formule de politesse

← Espace pour la signature

Merry Candidate ← Indiquez à nouveau vos prénom et nom

enc: resume ← Mettre un CV en pièce jointe