

Certificate

is presented to:

Diah Ayu Candraningrum

As The Instructor and Mentor in Communication Training
Motivation Letter Writing for Scholarship
Mahkamah Agung Republik Indonesia

Jakarta, August 3-7 2020

Jakarta, August 7 2020



Qaris Tajudin
Direktur

Motivation Letter Writing Course #Structure

Diah Ayu Candraningrum

(presented at Kelas Tanpa Batas online session of Tempo Institute-Supreme Court 11 August 2020)

DIAH AYU CANDRANINGRUM, S.T., MBA., M.Si



- Nickname : Sandra

STUDY BACKGROUND

- M.Si in Communication Management, University of Indonesia, Jakarta (2011)
- MBA in International Business, Maastricht School of Management, Maastricht, the Netherlands (2009)
- Bachelor in Landscape Architecture, Trisakti University, Jakarta (2001)

WORKING EXPERIENCE

- Journalist for Tempo Media Group (2002-2017)
- Full Time Lecturer at Faculty of Communication Tarumanagara University (2017-present)
- Part Time Lecturer at Faculty of Communication of SGU, Pembangunan Jaya Univ, Al Azhar Univ, Mercu Buana Univ
- Journalistic workshop (Trisakti Univ)
- Creative writing workshop (Neso Indonesia)
- Motivation letter workshop (Neso Indonesia, EHEF, Tempo Institute)
- Trainer, guest speaker, communication consultant

Agenda	Duration
Opening	5'
Session 1	30'
Q&A	15'
Break	10'
Session 2	30'
Q&A	15'
Closing	5'

Agenda Session 1	Agenda Session 2
1. Choose idea as an angle	1. Formulate the content
2. How to write an outline	2. Formulate the conclusion
3. Formulate the lead / opening	3. Develop the Storyteller on you

01

Angle

Outline

Lead

- Motivation Letter is one of the requirements submitted in scholarship registration. This letter is usually known as a Letter of Intent or Statement of Purpose. Usually this letter is collected with a Curriculum Vitae, because its purpose is to provide a more detailed explanation of one's potential.
- When you get a lot of ideas about yourself, decide which idea is the most interesting and will be raised to share. This is meant by the writing angle.



Finding An Angle

1
Focus

- The paper must have one angle, according to the one that has been selected.
- If there are several choices of angles, choose the most interesting one or you can also write some writing.

5W
1H

Using sentences that contain question sentences 5W + 1H.
Example:

- What potential character do I have?
- How many scholarships will be applied for?

02

Angle

Outline

Lead

- Start preparing for the writing stage. There are 2 things that need to be done: (1) make an outline, and (2) start to write.
- Outline is a framework or guideline for writing main ideas on each paragraph, which is focused and does not deviate from it. Benefits of outline: (1) home writing skills; (2) formulating complex writing to stay focused; (3) documenting ideas; (4) help the writer to obey the angle.

Making An Outline



Topic
Identifica-
tion

The formulation of the topic must be able to reflect the writer's understanding.

Main Topic
Determi-
nation

What is the main topic to be conveyed to the public?

Main Points In
Order
Arrangement

Organize the main points in a logical order and organize them as a list in a written outline. This arrangement can be changed later.

Sub Poins
Creation

Every time there is a new sub-point, at least one more sub-point must be followed (at least two sub-points).

03

Angle
Outline
Lead

- The lead or opening writing plays an important role in a motivation letter.
- Lead is the opening piece that will determine the reader's decision to continue reading or skip it.
- By reading the leads, readers will be able to get an overview of the motivation letter writer.



Introduc-
tions

PROFIL
DIRI



Personal
details and
profiles

Study
Back-
ground



University's
Profile



Example of Opening Statement

The Secretary
Admissions Office
Banting University Medical School
2000 Inuit Drive
Cattoona, (Province) SL3 7NV
Canada

Re: Medical Clerkship

Dear Madam or Sir,

I am a 4th year medical student at Mainz University in Germany. I would like to apply for an elective period (one month) at Banting University Medical School, preferably in the paediatrics department.

The clinical subjects that I studied during the last three semesters were the physical examination of patients, emergency medicine, general pathology, clinical chemistry, pharmacology, microbiology, public hygiene, industrial medicine, forensic science, and internal medicine.

Paediatrics is, however, my preferred branch because it includes nearly all major medical fields, and, besides, I enjoy working with children. I have already gained more than average experience in this area, having worked in the University's paediatrics department as a part-time auxiliary nurse since November 2002. I have already completed elective periods in gynaecology and obstetrics at another Mainz hospital (Hildegardis Hospital), where I attended and assisted at several births.

As I am seriously considering specializing in paediatrics after I qualify as an M.D., I am keenly interested in acquiring more theoretical knowledge and practical skills in this area, especially in the taking of medical histories and nursing care. I would hope to being given the opportunity to learn a great deal from clinical staff at Banting University Medical School, helping with history taking and P.E., also being present at rounds and when various medical procedures are performed. In addition, I would hope to be able to take part in appropriate programmes of further education, should these be on offer.

It might be appropriate to mention that I am reasonably familiar with laboratory work. Experimental work is required for my doctoral thesis which is under way at the institute of human genetics.

It is my hope learn more about medical education and health care systems in other countries, and to experience other methods of hospital organisation and provision of medical care. Canada is my first choice as a foreign country for my clerkship, both because fellow students have spoken very highly of medical education there, and because I visited Canada in summer 1996 and fell in love with the country. I am very eager to return, if possible, this summer.

I enclose a curriculum vitae and a reference from the Dean of the Mainz University Medical School. Please contact me if you require any further details or documents (e.g. certificates for courses I passed). I hope to hear from you in the near future.

**THIS IS THE END OF SESSION 1
ANY QUESTIONS?**

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04

Content
Conclusion
Storytelling

- The content of a motivation letter can be divided into 1 or 2 paragraphs, which are tailored to the needs of the writing.
- If you include all the information in 1 paragraph, you shouldn't have too much information on it so that the reader doesn't get confused.
- A good motivation letter is 500-750 words long.
- It is also necessary to keep the length of the letter so that it does not exceed 2 pages.

Key Success Factors

These are the 3 main keys to
create a motivation letter's
content

Intro

- An opening sentence that explains or describes problems and also give hints of solutions at a glance.

5W

- Use 5W to describe achievements that have been achieved or experience that has been gained.
- Usually 5W includes who, what, where, when, and why.

Goals

- Give an example that demonstrates the essence of the discussion. Get the reader to grasp what aspect the content is intended for.

Be aware

- In the content section, don't forget to include the element of "pride in the country, university or major you have chosen."
- Look for positive information from the department or school chosen and explain it in a motivation letter.

*I am grateful to have been involved in the international research project on youth and environment for 2 years. I have always been encouraged to investigate and explore more about the enthusiasm of young people in my country towards the environmentalism. My future research concerning with the realm of environment is why Indonesian youths take part of into the environmental movement? Very often I was bothered by the desire to answer what is exactly the main cause of the growing of green communities in Indonesia. **And Norway is the best destination for my study into this topic, as I know that there are lots of youth-based environmental movements growing in Oslo.** Therefore, my research involvement is an excellent milestone studying in SUM's Master program. **I want to study at University of Oslo because of your high quality educational system which combines academic excellence and research-driven learning system for the students' core element.** As the oldest and largest university in Norway, I believe your program will always give insights and great innovations in the field of environmental sustainability both theoretically and practically. I fully understand that I will gain knowledge about it by studying with the distinguished professors and researchers teaching in your program.*

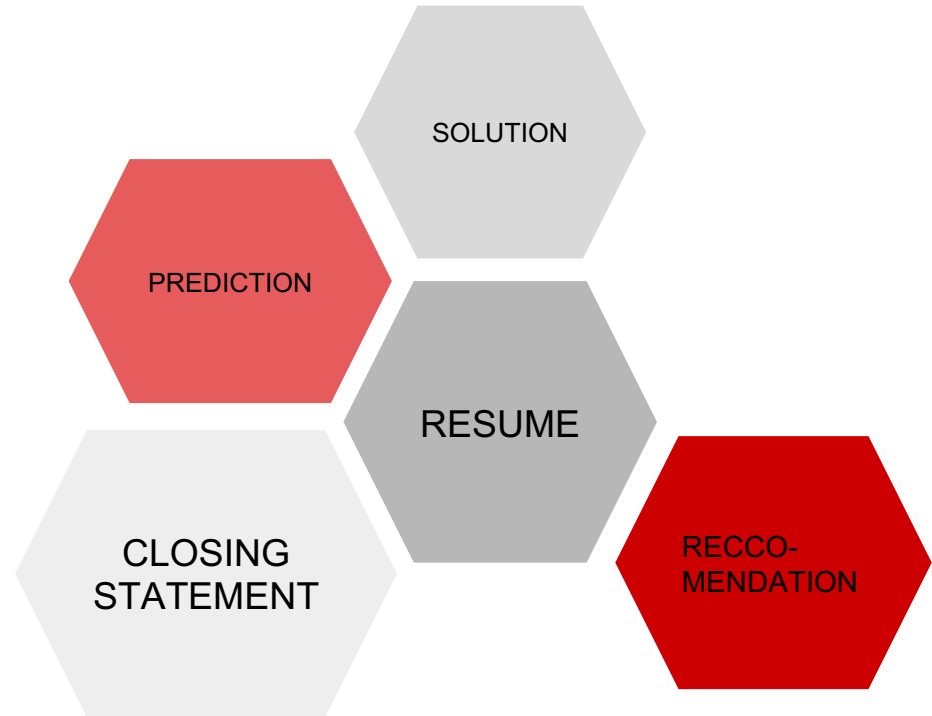
05

Content
Conclusion
Storytelling

- Is a resume of problems and solutions or the results of previously written in the content. In fact, the conclusion part of the form can itself be a paragraph or short bullet points. However, to write a Motivation Letter, you should omit option two.
- Writing conclusion is an important part of any writing. The goal is to get a good general description of an article. In drawing a conclusion, it can be done by making the main idea as a basis or guideline in formulating a conclusion.

Creating A Conclusion

Julie Pallant (2009) looks at five basic aspects for making conclusions.



Example of Conclusion

Dear Sir/Madam,

I am very much interested in applying for a Master's Degree in Philosophy. I have already graduated in 2013, from AA University, holding a Bachelor's Degree in Philosophy. That four year undergraduate program in Philosophy has ultimately formed the foundation of my perseverance in achieving a deep knowledge in the field of Philosophy. For this reason, I have also studied several subjects that are related to the various aspects of Philosophy.

During my four year bachelor studies, I went through the experience of creating a thesis under the supervision and guidance of Professor Art Main. This was also prepared together with my colleagues. While I was working on the assignment, our lecturer has observed the quality of our work, recommending our product for a local business.

After getting that acknowledgment at work, I am interested in carrying on with my studies. I believe that Philosophy plays a vital role in several aspects in our life. As a matter of fact, it also creates a significant impact in many industries, as well as in different areas in our society. I believe that with this subject, there is an ample scope that can work in proving the ability of one person, including intelligence and competence in this seemingly revolutionary, as well as potentially extremely beneficial field.

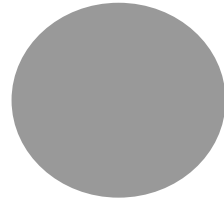
Aside from college academics, I also became involved actively in various extracurricular activities. The motivating force behind all of this was my personal goal of developing various aspects of my own personality. While doing so, I was not able to attain the grades that I wanted to have, especially during my first two years. However, soon I was able to have the skill of time management.

I am extremely confident that studying at your University will further expand my horizons, giving me the wonderful opportunity of getting the best education possible.

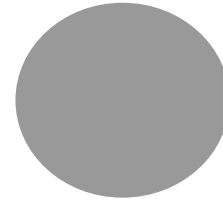
Respectfully Yours,
Xian Lee

06

Content
Conclusion
Storytelling



Make sure your motivation
letter matches your cv



Promote yourself from the
positive and unique side



Use active
and positive
sentence



Proofreading
>> no errors
spelling

Show unique
personal
data



Don't lie,
hyperbole
and be
arrogant



**THIS IS THE END OF SESSION 2
ANY QUESTIONS?**

