

## Veiledning for motivasjonsbrev

Et motivasjonsbrev bør sjeldent overgå 500 ord, og har som mål å vise potensiell arbeidsgiver hvorfor du er riktig kandidat for jobben. Husk at du allerede har vist til tidligere erfaring i CVen din, motivasjonsbrevet er derfor sjansen til å utdype hvordan denne erfaringen gjør deg egnet til det spesifikke traineeshipet. Her er noen gode knagger for oppsett av motivasjonsbrev.

1. Hvorfor er du motivert til å søke på dette spesifikke traineeshipet?
2. Hvorfor skal du bli valgt, i forhold til egnethet og motivasjon?
3. Hvilken relevant akademisk og/eller praktisk erfaring gjør deg egnet til traineeshipet?

Det finnes ingen standardmal for et motivasjonsbrev, et godt motivasjonsbrev kjennetegnes gjerne av at du skriver med god flyt og selvstendighet. Presise formuleringer har evne til å virke overbevisende.

### Eksempel på motivasjonsbrev der søkeren har blitt utvalgt til et STEP-traineeship:

#### **Nr. 1**

*Experiences from my exchange year to Costa Rica when I was 17 years old and the following studies in Spanish at university level has aroused interests in Latin-American culture. I have a strong desire to learn more about the business culture in Latin-America, as an intern at [x].*

*Since the law firm [x] contains six employees, I gained a lot of responsibility. Therefore, I have solid experience in communicating with clients, the counterparties lawyers etc. via e-mail, letter and telephone. I also participated in meetings and in drafting legal documents. My colleagues complemented me for having problem solving skills and for being confident and efficient in work relations.*

*At the University of Bergen, we hand in papers weekly. Therefore, I am trained in writing concise texts within short deadlines.*

*My ambition of using Spanish and English in work relations is one of the reasons for why I am applying. Since my Spanish skills are advanced and I have a broad insight in Latin-American culture, I will adapt to your work routines quickly. This means that I will deliver good results from day one.*

*Another reason for why I think I will handle my work tasks with success, is that I am a quick learner. I have had part time jobs since I was 13 years old in almost every work field. Due to having a German mother and a Norwegian father, I have been raised with a multicultural mindset.*

*Working as an intern at [x] would be a valuable experience for my future career.*

*If you give me the opportunity, I will make sure that my work for your law firm is professional and done thoroughly.*

**Nr. 2.**

*I am a driven and tenacious individual, passionate to pursue a career in the legal sector. [x] attracts me greatly because of its incorporation of both legal and professional services, offering a wide variety of legal work experience during the internship that I am keen to delve into. Being an English law student, I am very experienced with English legal terms and have studied both Contract and Commercial law as part of my degree for one full academic year; as an internee I could offer accurate analysis of current cases and aide the production of case bundles by checking the grammar and legal terms contained within them. I would also be able to offer great insight into British culture and have several ideas as to how I would integrate this into[x], initially this would include general presentations of British culture and the production of an information booklet containing more specific, detailed and interesting information that can offer a better perspective for [x].*

*As part of my Erasmus year, I am studying international tax law, specifically the OECD model convention. Having a basic knowledge of this, I could once more assist on cases regarding tax and offer help regarding the English translation of terminology. [x] is an exciting group having grown once more in the third quarter of 2014, to be part of a expanding international Nordic company would be a fascinating opportunity by enabling me to explore the working culture and practises of a Norwegian international business. [x] offers legal advice on an extensive list of matters whilst also offering litigation services within these areas. I am keen to explore how [x] provides high quality legal work to its customers and also develop my knowledge of the Norwegian legal system, having attended tribunals within the UK, I could offer assistance to lawyers within court procedures whilst also exploring the similarities and differences of the court process.*

*Within the specification of the internship, the individual is required to offer constructive criticism. If chosen, I would be a suitable candidate; at university I actively offer my services in the 'buddy system'. Within this system I offer help to first year students with essay writing and assist by remodelling the structure of their work. By helping a variety of individuals with their work I am not only comfortable in offering feedback but can also state why the work is not correct and why it needs to be changed, providing constructive analysis and detailed assessment; a skill essential in a legal environment.*

*I would be available for the internship between the dates of 6th July until 31st September and would be keen to work for the full time scheduled above, however to adapt to [x] I would be willing to increase or decrease the amount of time spent at the company. I posses a full UK driving license and would be comfortable driving to commute to the various offices across Norway and even commute to client offices if required.*

***elsa***

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