# Cover Letter | Key Parts

**HEADER**
Address, Phone and Email
Date of writing
University name & address

**SALUTATION**

**INTRODUCTION**
Story about myself & motivation

**ACADEMIC BACKGROUND**
Thesis – Research interest
State the Master program

**WORK EXPERIENCE**
Roles and responsibilities which link to the Master program

**WHY I'M A GOOD FIT**
Why I am a good fit for the program and the university

**CONCLUSION**
Thank the admissions committee Closing & Signature

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April 17, 2019

Hochschule Furtwangen University
Jakob-Kienzle-Str. 17
78054 Villingen-Schwenningen

Dear Madam or Sir,

My name is Nguyen Thi Kim Thi and I was born Vietnam. In my childhood, my biggest dream was being on an airplane and it came true when I received an exchange scholarship to study in Germany in 2016. The scholarship not only gave me an opportunity to emerge myself in a new culture but also opened the door for me to see a bigger world. In fact, the diverse learning environment shed a light on my curiosity about different business cultures and motivated me to pursue a higher degree in Germany.

After the exchange semester, my enthusiasm to figure out how German businesses operate internationally motivated me to apply for an internship at Bosch Vietnam. I put theories into practice and completed a thesis entitled "Improving internship effectiveness in cross-culture context – A case of German company in Vietnam". The thesis was highly evaluated because of its unique topic and academic approach. During my research, I struggled to find books or academic papers about Vietnamese business culture. Therefore, I would like to contribute to research about my home culture and cultures that has been rarely studied. To do that, it is important to have a strong academic foundation, which can be equipped by a strong methodological focus of the International Management master's degree at HFU.

Currently, I am working as an HR Executive in the Organizational Development area at an US-based IT company in Vietnam. My main responsibility is to coordinate and improve the training program for the newcomers of the company. Additionally, I created a cultural guideline for US interns to support the US – Vietnam internship program. The increasing focus on the global development of the company demands great understanding and professionalism in international business areas. After investigating many programs, I believe the International Management degree at HFU is the most suitable to fulfill this need. The program not only creates a strong business fundamental but also focuses on future trends and innovation. Moreover, collaborative research projects in the curriculum fascinate me and comply with my desire of doing more research.

I believe I fit well for this study program because of the three following reasons. Firstly, my life is a continuous learning process due to my curiosity and great motivation. The effort I put in my study was rewarded when I am among the top 10% GPA in a class of 153 students and received the scholarships to study in Germany and participate in international activities in Korea. This personal motivation enables me to overcome all of the challenges to work on my dream of studying in Germany. Secondly, I am a person from a local culture with a global and open mindset that can contribute positively to the international environment at HFU. Thirdly, my desire of participating in extracurricular activities, which bring benefits for the university and society. I participated in voluntary programs like teaching poor students in remote areas. Currently, I am supporting my professor with a seminar to share my collected information and experiences about soft skills and cultural diversity to Vietnamese students. I would like to inspire the young generation who need a spark to light their dream.

Before ending my letter, I appreciate that you consider my application, and it would be a great chance to be part of the International Management program at HFU.

Yours faithfully,
Nguyen Thi Kim Thi

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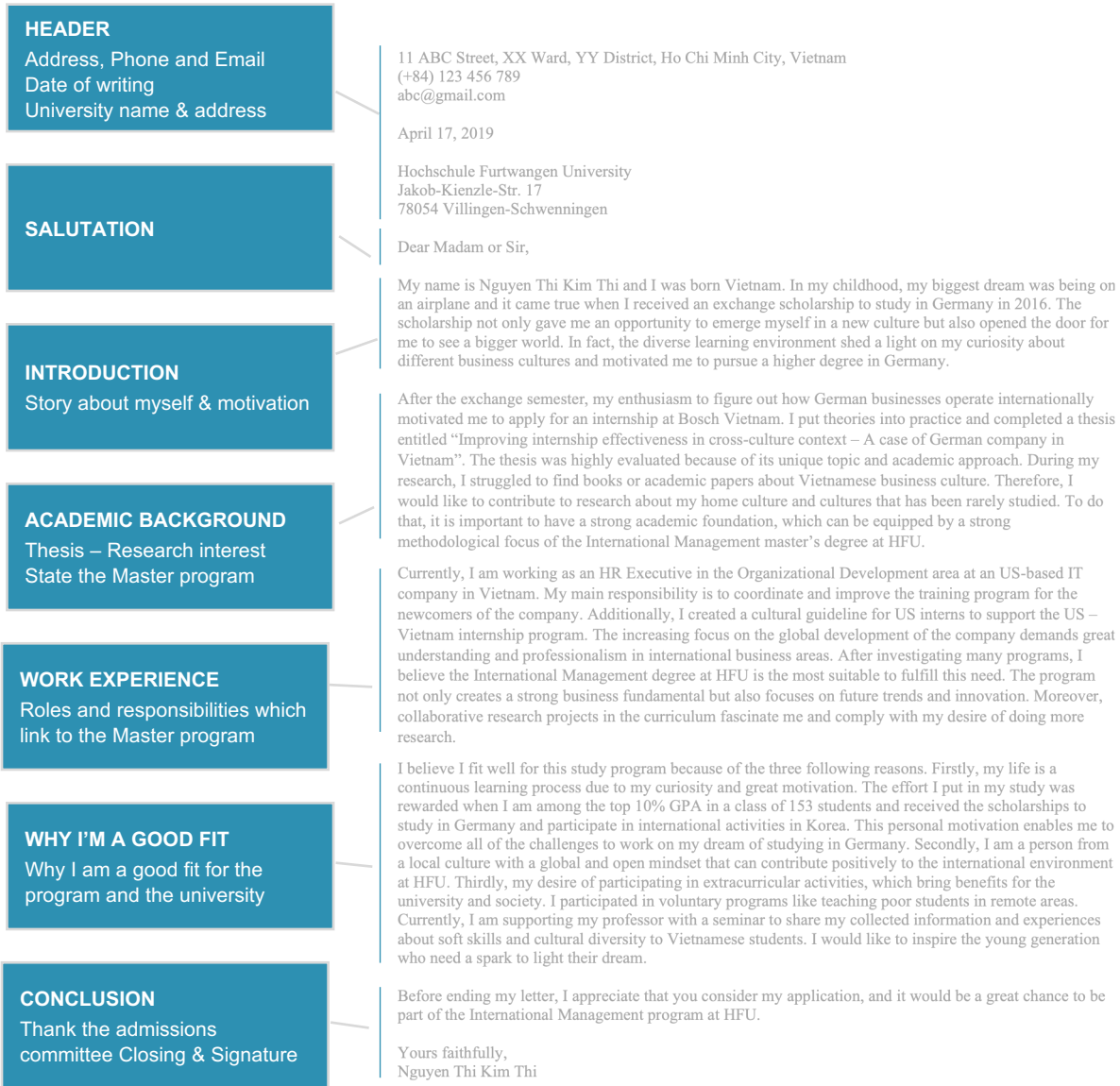## 💡 ChatGPT prompt

I am writing a cover letter to apply for a **[Type of program]** in **[Name of Program]** in **[Country]**. Please list and explain the key parts I should include in this letter to make it effective and compelling.

Example:
I am writing a cover letter to apply for a **master's program** in **International Management** in **Germany**. Please list and explain the key parts I should include in this letter to make it effective and compelling.

# Cover Letter | Steps & How ChatGPT can help?

| Steps | How ChatGPT can help? |
|---|---|

**01**
## My motivation and achievements
What motivated me to pursue a Master's in Germany?
What are my past achievements?
Which achievements should I highlight in the cover letter?

**02**
## Research University and Major
What makes this university unique?
How will this major help me achieve my future goals?
How am I a great fit for the program?

**> 3 hours**

Provide a summary of **[University Name]** in **[Germany]** and the **[Specific Major]** program it offers? Please include details about the university's history, location, reputation, and key highlights of the **[Specific Major]** program, such as curriculum structure, research opportunities and career opportunities for graduates of this program, including typical job roles, industries, and potential employers.

Explain how my experience in **[Role]** can be an asset in a Master's program in **[Specific Major]** at **[University Name]**.

**03**
## Write first draft, get feedback and adjust
Start writing the first draft on my own
Read, review and adjust (finding the best words or phrases in English to convey my ideas)
Get feedback from others and adjust

**> 6 hours**

Suggest more impactful words for 'motivated' or 'interested'.

**04**
## Finalize the cover letter
Get feedback from others and fine-tune the letter
Check for typos and grammar mistakes
Cometic part (format, alignment, etc..)

**> 4 hours**

Review my cover letter for any grammatical errors or typos while ensuring that my writing style remains intact. Highlight any adjustments you make.

**Total saved: > 13 hours**

# Cover Letter l Tips when using ChatGPT

### Refine and Personalize

Tell your personal story. Think about your strengths and unique qualities that will make you stand out to the selection committee. ChatGPT can provide a framework, but ensure the final version is uniquely yours.

### Read Aloud

Read your cover letter aloud to catch any awkward phrasing and ensure it sounds natural and authentic.

### Seek Feedback

Ask friends, family, or mentors to read your cover letter and provide feedback on its authenticity and impact. If possible, get feedback from a professor or an advisor who knows you well. They can provide insights into whether the letter genuinely represents you.