

*[First & Last name]*

*[Address]*

*[Phone number]*

*[Email]*

*[Position for which you are applying]*

*[Date of application]*

- *Write about the work you have done in the past, either volunteer or paid.*
- *Focus on your achievements in your past work, instead of merely mentioning the responsibilities you had.*
- *Illustrate your achievements with short but specific examples. Explain why those achievements are relevant to the position you are applying for. We can refer to the CV for further information.*
- *Focus on the areas that make you stand out from others, not just on the criteria listed in the call.*
- *Demonstrate that you have truly researched the role you are applying for and the work context when you are expressing your motivation for this position. Refer to the missions of K2.0 and GAP Institute. Let us know what you find interesting about the work we do.*
- *Do not write more than one page.*