

What is a letter of motivation ?

It is a written statement of your motivation as a candidate, used by those who vote to establish your motivation and understand your projects within the CA. It is a personal presentation to express your ideas.

Before starting, a few questions need to be addressed :

Who will read my letter ?

The entire Executive Committee and every college involved so they all need to be considered when writing your letter.

What is my key message ? What are the most important points to be retained by the reader ?

Prioritize your statements to reinforce their value.

Next, check the contents :

Personal introductions : No need to write an entire biography. Highlight pertinent facts related to your application only : your involvement, any experience you may have as a representative or member of associations (active volunteer for TBS Alumni, close ties with the School, the Foundation), your interests, how you would describe yourself, etc.

Demonstrate Your motivation :

Explain your reasons behind your application, describe the contributions you would make of your role if you are elected. Present your program by opting for expressions such as "I would propose such and such an idea..." It is worthwhile showing that you understand the needs of Alumni. All applications imply a moral commitment towards Alumni.

Choosing a slogan :

It is an ambitious task but it helps the reader to easily identify your name and your future involvement : Short, striking and inspiring in an attractive presentation. A good catch phrase attracts attention.

The contents :

Explain the assets you will contribute to the network. Make statements clear and concise and divide your presentation into easily readable sections and reiterate important conclusions in each, followed by an overall conclusion where you can state the main points of your application again. It will be read on screen so shorter is easier to read.

Portrait photo :

A good quality photo is important : Please send in your photo in .jpeg format, 96 dpi minimum resolution.

Length :

Minimum 250 characters, maximum 500 : concise but not too short !

COMMITTEE MEMBER APPLICATION FORM

I, undersigned

<i>Name</i>	<i>First Name</i>	<i>Year of Graduation</i>

- Confirm that I am up to date with my membership fees for 2020
- Confirm that I am an active volunteer at TBS Alumni or that I am committed to becoming one
- Submit my application for election on the Executive Committee of Toulouse Business School Alumni, to be voted at the AGM on **21st November 2020**.

According to Article 8 of the statutes dated May 2013, in the case whereby I graduated from several different programs, I hereby indicate the College I wish to represent (tick the appropriate box) :

- College 1 : Graduates from the Bachelor or IEDN Degrees
- College 2 : Graduates from the Master in Management Program and specialized Masters
- College 3 : Graduates from the Executive Education

Signed at (location) _____ On (date) _____

Signature

Ce n'est pas parce qu'on est diplômé que l'école est finie