

## Example

### Letter of motivation for specialty 073 Management EP "Administrative Management" (Master's degree)

Rector of Sumy National Agrarian  
University  
Academician of the National Academy  
of Sciences of Ukraine  
Ladyka Volodymyr Ivanovych  
Name Surname of the applicant (place  
of residence, email address, phone  
number)

Dear Volodymyr Ivanovich!

I am contacting you with a letter of motivation to enter the Sumy National Agrarian University to obtain a master's degree in the specialty 073 "Management" EP "Administrative Management".

In 2022, I completed my studies at the Sumy National Agrarian University and obtained a bachelor's degree in the specialty 073 "Management". I intend to continue my studies at the second (master's) level of higher education under the "Administrative Management" educational program.

Modern functioning of business is not possible without effective management, which is implemented in practice by highly qualified specialists in administrative management.

Studying at your university will give me the opportunity to study the European experience of applying innovative tools for effective business management, to join various educational activities with the participation of foreign lecturers and practitioners, to gain the necessary knowledge and skills in enterprise management, to improve my foreign language skills and to become a competitive specialist. I aspire to engage in administrative activities, because I am a person with high organizational and management skills. Thanks to my determination and motivation, I will be able to take responsibility for solving

difficult tasks, and therefore, I am convinced that I will successfully implement my knowledge and skills in my professional activities in the future.

During my studies at the bachelor's level, I took part in various scientific and creative competitions, showing good results. I sincerely want to study at your university, because I am convinced that this program will help me develop myself as a professional who is able to plan and organize the effective work of the team to fulfill the assigned tasks in the shortest possible time. I know for sure that I want to realize myself as a highly qualified specialist in administrative management.

At the bachelor's level, I gained good practical knowledge of the implementation of management functions in organizational, economic, planning and financial, marketing, informational and analytical, innovative and other spheres of activity.

By choosing the "Administrative Management" specialty, I want to discover many opportunities for work and self-realization. I aspire not only to learn a certain profession, but also to be successful in what I do. And at SNAU there is an opportunity not only to acquire professional knowledge, but also to participate in interesting events, which allows to develop creativity, logic of thinking, decision-making capabilities, develop creative abilities, therefore, studying at Sumy NAU will allow me to realize my intentions. Studying at the master's level will allow me to acquire professional competencies in administrative management to ensure competitiveness in the global labor market, orientation to modern needs, trends in the development of organizations in business, science, education, governance, social sphere, etc.

Thank you for considering my letter and I hope for opportunities to study at the Sumy National Agrarian University in the specialty "Administrative Management".

Sincerely, \_\_\_\_\_ (Name Surname of the applicant)