

# LA LETTRE DE MOTIVATION



*Oui, mais au fait  
c'est quoi une lettre  
de motivation ??*



# Le travail préparatoire



**Vous = l'entreprise**



**Moi**



**Nous**

**Vous + moi = nous**

**5**

**5 min avant...  
d'écrire une lettre de motivation**

# Vous



Vous = l'entreprise



Pourquoi écrire à cette entreprise ?

*Se procurer des  
informations*

Moi



Moi



Qui suis-je ?

*Vos compétences*

Nous



Nous



Un projet commun ?

*Mes atouts sont utiles à  
l'entreprise*

# Les rubriques

Rubrique	Description
<b>L'en-tête</b>	Vos coordonnées et celles de votre destinataire
<b>L'introduction</b>	Capter son destinataire : informations obtenues sur l'entreprise et la nature du poste.
<b>Vos motivations</b>	Vous : vos qualités
<b>La proposition de rencontre</b>	Se rendre disponible pour un RDV
<b>La formule de politesse</b>	Restez simple

# La forme

" Adoptez un langage soutenu  
dans la lettre de motivation "



Salut, tu vas bien?  
Si tu me recrute  
pas, je t'explae.

Isabelle Gauthier



En résumé...

# LETTRE DE MOTIVATION 7 ERREURS



# Des exemples...



**From:** [Redacted]  
**Sent:** Monday, January 14, 2013 1:14 PM  
**To:** [Redacted]  
**Subject:** Summer Internship

Dear [Redacted],

My name is [Redacted] and I am an undergraduate finance student at [Redacted]. I met you the summer before last at Smith & Wollensky's in New York when I was touring the east coast with my uncle, [Redacted]. I just wanted thank you for taking the time to talk to me that night.

I am writing you to inquire about a possible summer internship in your office. I am aware it is highly unusual for undergraduates from average universities like [Redacted] to intern at [Redacted], but nevertheless I was hoping you might make an exception. I am extremely interested in investment banking and would love nothing more than to learn under your tutelage. I have no qualms about fetching coffee, shining shoes or picking up laundry, and will work for next to nothing. In all honesty, I just want to be around professionals in the industry and gain as much knowledge as I can.

I won't waste your time inflating my credentials, throwing around exaggerated job titles, or feeding you a line of crap about how my past experiences and skill set align perfectly for an investment banking internship. The truth is I have no unbelievably special skills or genius eccentricities, but I do have a near perfect GPA and will work hard for you. I've interned for Merrill Lynch in the Wealth Management Division and taken an investment banking class at [Redacted] for whatever that is worth.

I am currently awaiting admission results for [Redacted] Masters of Science in Accountancy program, which I would begin this fall if admitted. I am also planning on attending law school after my master's program, which we spoke about in New York. I apologize for the blunt nature of my letter, but I hope you seriously consider taking me under your wing this summer. I have attached my resume for your review. Feel free to call me at [Redacted] or email at [Redacted]. Thank you for your time.

Sincerely,  
 [Redacted]

This email is confidential and subject to important disclaimers and conditions, including those regarding confidentiality, legal privilege and

## Des exemples (encore)

