< Your own address >  
  
  
  
  
< Date >  
  
< Address of Santa Claus >  
  
  
  
  
Subject: *Application Santa’s Secretary*  
  
  
Dear ……..  
  
< Intro >  
Last week, I saw your job ad in the local newspaper…..  
  
  
< Kern >  
The reason I would be great for the job is …  
  
  
< Slot >  
If you have any questions about my letter or resume, you can ….  
  
  
  
Yours sincerely  
  
  
< Your name >  
  
  
  
  
  
  
  
  
  
Encl. resume