< 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