

2 Cold Street, Antarctica
04MY NUMBER
jack.frost@email.com

26 August 2014

Santa Claus
Chief Executive Officer
Santa's Workshop
1 Freezing Street
North Pole, Arctic, 7653

Dear Mr Claus,

Reference Number 012345 – Toy Designer

The merchandise that is produced by Santa's Workshop has always been loved and cherished in my community, bringing joy to all the children. I have long aspired to bringing laughter to those around me and to making a difference. Therefore, when I saw the advertisement for the position of Toy Designer under your management, Santa, I felt compelled to apply.

You will see in my enclosed résumé that I have extensive experience in interacting and relating to children across various ages and socio-economic statuses. My experience in creating unique toys for children in hospitals demonstrates my proficiency at engaging with children and appealing to their interests. Specifically, my interest in electronic designs proved to be extremely popular with both boys and girls. I work efficiently and effectively in team environments, as well as independently and am a creative thinker and problem solver. I believe these assets will prove to be beneficial as a part of your team.

Thank you for reviewing my application. Please find attached a copy of my résumé. I encourage you to contact me for further details pertaining to any of the information provided, or in regards to anything else you wish to inquire about me. I look forward to the possibility of meeting in person to discuss my application.

Kind regards,
Jack Frost