

Ekaterina S.
4 Vienna St
Vienna 1070
Austria

Santa Claus
The North Pole

22 December 2022

Dear Mr Claus,

Subject: **application to be your assistant**

A few days ago, I was made aware of the application leaflet you left in my mailbox. I would very much like to apply for the position of your personal assistant as I have been looking for a job like that for a long time.

I am exceptionally qualified because I love being myself and I have approximately 18 years of gift-giving experience. I might also be quite useful in the context of climbing chimneys, as I am sure you have noticed they have become smaller over the years and thanks to my physical features I think I will fit perfectly through them. Furthermore, you should know that I have done an apprenticeship in making meaningful emotional connections with reindeer last year and I would like to put that skill to use.

If you would like me to move to the North Pole for the duration of the commitment, I would also be happy to do so as I am resistant to the cold and love to be in the snow. I am free for the whole month of Christmas, but if you need me throughout the rest of the year we can arrange zoom meetings if that is alright with you.

Other than the time schedule I have a few questions regarding the working conditions at the North Pole. For me it is important to have a good relationship with my fellow colleagues. Is there a chance to take part in an elf-workshop training? And is my driver's license valid for sleighs?

Attached you will find my CV and reindeer diploma. I am looking forward to your reply.

Kind regards,

Ekaterina S., 9C