

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]

VFS Global

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for the [Job Title] position at VFS Global, as advertised on [where you found the job listing]. With my background in [your field or relevant experience] and a passion for [related interests or skills], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [mention relevant achievements or responsibilities that align with the job]. This experience enabled me to develop [specific skills or qualities that are relevant to the new job]. I am particularly drawn to this position at VFS Global because [explain what attracts you to the company or role].

I have attached my resume for your consideration. I am looking forward to the opportunity to discuss how my background and skills align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]