

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

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position at VFS, as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and a passion for [related passion or interest], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility related to the job]. This experience has equipped me with [specific skills or knowledge relevant to the job].

I am particularly drawn to this position at VFS because [specific reason related to the company or its values]. I am eager to contribute my skills in [specific skills related to the job] and collaborate with your team to achieve [company goals or projects].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of VFS.

Sincerely,
[Your Name]