

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [where you found the job listing]. With my background in [Your Relevant Field/Industry] and my experience in [specific relevant skills or experiences], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience honed my skills in [list relevant skills] and provided me with a solid foundation in [related area]. I am particularly drawn to the [specific aspect of the VFS operations or values] at [Company Name], as I align with [principles/mission that resonates with you].

I am particularly impressed by [mention any recent developments or projects by the company], and I am eager to bring my [skills/qualifications] to your esteemed organization. I believe that my ability to [describe a specific strength or ability] will enable me to make a positive impact at [Company Name].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Please find my resume attached for your reference.

Sincerely,
[Your Name]