

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed at [Company's Name]. With a background in [Your Field/Area of Expertise] and a passion for [Relevant Interest], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company Name], I successfully [mention a relevant accomplishment or responsibility]. This experience honed my skills in [relevant skills related to the job description], and I am eager to bring this expertise to VFS.

I admire VFS for [specific reason related to the company or its values] and believe my skills align with your mission. I am particularly drawn to the [mention any relevant project, value, or aspect of the company], which resonates with my professional goals.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can benefit your team at VFS. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a discussion.

Sincerely,
[Your Name]