

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

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

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

Dear [Recipient's Name],

I am writing to formally apply for the [Job Title] position at [Company Name], as advertised on [Where You Found the Job Listing]. With a background in [Your Field/Industry] and [Number] years of experience, I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company Name], I successfully [briefly describe a relevant accomplishment or responsibility], which resulted in [quantifiable outcome or impact]. This experience has equipped me with the skills and knowledge necessary to excel in the [Job Title] position at VFS.

I am particularly drawn to this role because [mention something specific about the company or position that excites you]. I believe my skills in [relevant skills related to the job] will enable me to effectively contribute to your team.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,
[Your Name]