

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

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at VFS, as advertised on [where you found the job posting]. As a recent [Your Degree] graduate from [Your University], I am eager to start my career in the [specific field or industry] and believe that my skills and dedication make me a perfect fit for your team.

During my academic career, I developed a strong foundation in [relevant skills or topics related to the job], and I successfully completed [mention any relevant projects, internships, or volunteer experience]. These experiences have equipped me with [specific skills] that I am excited to bring to VFS.

I am particularly drawn to this position because [mention something specific about VFS, its values, or projects that attracts you]. I admire [specific aspect of the company or its goals], and I am enthusiastic about the opportunity to contribute to such significant work.

I am a highly motivated individual with excellent [mention any relevant soft skills, e.g., communication, teamwork, problem-solving], which I believe will help me thrive in your fast-paced environment. I am eager to learn and grow within your esteemed company.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the ongoing success of VFS. Please find my resume attached for additional details.

Sincerely,

[Your Name]

[Attachment: Resume]