

[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 [specific job title] position at VFS as advertised [where you found the job listing]. With my background in [your field/experience] and a strong commitment to delivering high-quality service, I am excited about the opportunity to contribute to your team.

I hold a [your degree or qualification] from [your university or institution] and have gained valuable experience through [briefly describe relevant work experience or internships]. My skills in [list relevant skills] have enabled me to [describe an achievement or responsibility relevant to the job]. I am particularly drawn to VFS because [mention why you are interested in the company or position, connecting it to your skills or values].

I believe my [specific skills or experiences] align well with the requirements of the position, particularly in [mention specific aspects of the job that excite you]. I am confident that my proactive approach and commitment to excellence would make me a strong addition to your team.

I have included references who can attest to my qualifications and work ethic:

1. [Reference Name]  
[Position]  
[Company]  
[Email Address]  
[Phone Number]
2. [Reference Name]  
[Position]  
[Company]  
[Email Address]  
[Phone Number]

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and skills can contribute to the success of VFS. Please feel free to contact me at [your phone number] or [your email address] to schedule a conversation.

Sincerely,  
[Your Name]