

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

Dear [Recipient Name],

I am writing to express my interest in applying for the VLOOKUP position that was recently advertised. With my background in data analysis and strong proficiency in Excel, I believe I would be a valuable addition to your team.

In my previous role at [Previous Company Name], I successfully utilized VLOOKUP functions to streamline data retrieval processes, which significantly improved accuracy and efficiency. My experience in cleaning and organizing data sets aligns well with the requirements for this position.

I am excited about the potential to contribute to [Company Name] and am eager to bring my expertise in Excel and data management to your organization.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,

[Your Name]