

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the SSC job position advertised on [where you found the job posting] on [date]. With my background in [your field/area of expertise], I am eager to contribute to [Company/Organization Name] and believe I would be a valuable addition to your team.

I have [number] years of experience in [related experience] and have developed skills in [specific skills related to the job]. My experience at [previous company or organization] has prepared me well for the responsibilities outlined in the job description.

I am particularly drawn to this role because [reason why you are interested in the position and the company]. I am confident that my skills in [relevant skills or experiences] would enable me to [how you can contribute to the company].

Enclosed is my resume for your review. I look forward to the opportunity to discuss my application in more detail. Thank you for considering my application.

Sincerely,  
[Your Name]