

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Department/Office]  
University of South Carolina  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in [specific position or opportunity] at the University of South Carolina as advertised [job posting source]. With my background in [your field/area of expertise] and [specific skills or experiences related to the position], I am excited about the opportunity to contribute to [specific department or program].

[Paragraph 1: Brief introduction of your qualifications and why you are interested in this particular position or opportunity.]

[Paragraph 2: Provide specific examples of your skills or experiences that align with the job requirements. Highlight accomplishments and contributions relevant to the role.]

[Paragraph 3: Explain why you are interested in the University of South Carolina. Mention any specific aspects of the institution that resonate with you.]

I appreciate your consideration of my application. I look forward to the opportunity to discuss how I can contribute to the [specific department or program] at the University of South Carolina. Thank you for your time.

Sincerely,  
[Your Name]