

MCEC CAREER CENTER – COVER LETTERS – 2.18.2026

Quick recap

The meeting focused on preparing students for an upcoming STEM job fair, with Nick Paschvoss providing guidance on cover letters, thank you letters, and professional communication. He emphasized the importance of tailoring cover letters to specific job descriptions and companies, using professional language, and avoiding overuse of "I" statements. Nick also discussed the upcoming job fair events, including a mock career fair and government careers pathway program. He encouraged students to take advantage of these opportunities to practice their networking skills and prepare for the main job fair. Additionally, Nick shared resources on the university's career website for students to access cover letter examples and other job search materials.

Next steps

- Students: Research at least 5 companies attending the STEM Job Fair and complete the company research assignment using the 8 sections specified, incorporating information to use when talking to companies and for cover letters.
- Students: Attend the STEM Job Fair, visit at least 5 companies, and optionally visit up to 10; be dressed professionally and prepared with a pitch.
- Students: Update LinkedIn profiles and take advantage of the new DIY headshot booth in the library to update headshots before the job fair.
- Students: Start preparing and drafting tailored cover letters for companies of interest, using provided prompts and resources, and ensure each cover letter is customized for the specific job and company.
- Students: Send thank you letters to company representatives within 24-48 hours after interacting at the job fair or other events, ensuring each letter is tailored and reminds the recipient who the student is.
- Students: Attend tabling events, the mock career fair, and relevant workshops during career fair week for additional practice and exposure to employers.
- Students: Sign up for and attend the Government and Careers pathway event if interested in government industry opportunities.
- Students: Visit the Career Center website (sc.edu/career) to review sample cover letters and resumes for their field.
- Students: Email Nick (or relevant career coach) for resume/cover letter review by Wednesday night if needing assistance before the job fair.

Summary

Job Fair Preparation and Research

The meeting focused on upcoming job fair preparations and company research. The instructor discussed the importance of students visiting at least five companies during the job fair, which will take place from 12 to 4, and mentioned that he and Nick will be present to check on students. He provided a list of companies for students to research, including Oracle, Sunoco, TM Floyd, FedEx, and others. Miguel introduced Nick Paschvoss, the Career Development Coach at the MCEC Career Center, who will discuss cover letters and thank you letters.

Job Application Letter Writing Tips

The instructor discussed the importance of cover letters in the current job market, emphasizing that they are often the first document employers read. He provided guidance on formatting, content, and personalization, including how to research companies and tailor letters to specific job descriptions. The instructor also highlighted the significance of thank you letters after interactions with potential employers and provided examples of professional communication with faculty. He encouraged students to take advantage of upcoming events, such as the mock career fair and the government and careers pathway event, to practice and prepare for future opportunities.