



# Cover Letter

PHOTO CREDITS: TRIDENT TECHNICAL COLLEGE MARKETING DEPARTMENT

## Cover Letter Guidelines

Cover letters are the employer's first impression of you as a potential candidate; therefore, it is quite important to spend time on this document. This is where you would express additional skills and characteristics that you were not able to convey in your resume.

A cover letter should be tailored to the job description, which may require having multiple versions. Since your letter will connect your "voice," it needs to be well-written and express your interest in the job. A good cover letter can spark the HR manager's interest and get them to read your resume whereas a weak cover letter might make them look the other way. To avoid this happening, check out this [blog on The Balance](#) and work with a Career Specialist to write a convincing cover letter

### Quick Cover Letter Tips:

- ✓ Follow the 1- page rule, save it as a PDF, and include it as an attachment.
- ✓ Use a professional-looking Font. Times New Roman, Arial, Garamond, Helvetica, Calibri, and Palatino.
- ✓ Whenever possible, address your cover letter to the person who is responsible for the hiring process. Avoid "To Whom it May Concern," "Dear Sir or Madam," or "Dear Personnel Director." If you address it to "Dear Recruiting Manager."
- ✓ 100% free of spelling, grammatical, and typing errors.

Cover letter assistance is free of charge and available year-round for current students and alumni. To schedule your appointment with a Career Specialist, please use NAVIGATE. If you have any questions or concerns, call 843-574-6119 or email [stuemploy@tridenttech.edu](mailto:stuemploy@tridenttech.edu)