

## **How to Write a Killer Cover Letter**

Take the job posting and compare it to your background. Pick 3 items that are obvious high runners that prove that you are a “good fit”. Write 3 well thought out and well written paragraphs in your cover letter that cover these top 3 selling points. Keep in mind that your resume may never get read if you don’t provide a well written cover letter that proves beyond a shadow of a doubt that you are a viable candidate for the job. For more tips on writing cover letters see [Dos and Don'ts of a Good Cover Letter](#), [Write a Winning Cover Letter in 15 Minutes](#), and [Don't Apply Without a Cover Letter](#).

Add an Introductory paragraph with a reference to the job posting number, how you were referred to the person, why you believe you are a good choice for the company and a request for interview. End the letter with a closing paragraph that speaks to your “soft skills” and a significant accomplishment that positively impacted the company’s bottom line. Here are some soft skills to consider emphasizing in the cover letter from the book “How to Be a Star At Work”

### **9 Breakthrough Strategies You Need to Succeed**

1. Technical Competence
2. Taking Initiative
3. Self Management
4. Networking
5. Perspective
6. Teamwork
7. Followership
8. Communication
9. Diversity