

Cover Letter Template (With Salary Expectation for Remote Jobs)

[Your Name]

[Your Address or “Remote”]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address (optional)]

[City, State ZIP Code (optional)]

Dear [Hiring Manager's Name],

I am writing to express my interest in the **[Job Title]** position listed on **[Where You Found the Job]**. With a proven track record in **[Your Relevant Area]** and substantial remote work experience, I am enthusiastic about the opportunity to contribute to **[Company Name]** as a remote team member.

Throughout my career, I have demonstrated strong **[mention 2-3 key remote-appropriate skills or qualities, e.g. communication, time management, self-direction]**. In my previous role at **[Most Recent or Relevant Company]**, I successfully **[describe a remote-related achievement or responsibility]**. My home office is equipped with reliable technology and connectivity, ensuring seamless collaboration and productivity in a remote setting.

I am confident that my skills and experience align well with your expectations for this role. Based on my research and understanding of current market trends, I am seeking a salary in the range of **[\$XX,000–\$YY,000] per year**, depending on the overall compensation package and benefits. I am, of course, open to discussing this figure further based on the precise scope of the responsibilities.

Thank you for considering my application. I am excited about the possibility of joining **[Company Name]** and contributing to your team's success. I look forward to the opportunity to discuss my qualifications further.

Sincerely,

[Your Name]

Tips for Customizing This Template:

- Research typical salaries for the role and location before stating your range.
- Highlight remote work skills (communication, time management, self-motivation).
- Tailor experiences and achievements to remote-specific scenarios.
- Use a professional, concise tone throughout.