

Cover Letter Sample: When Employer Requests Salary History and Requirements

This **cover letter sample** is designed to effectively address employer requests for salary history and requirements, ensuring a professional and transparent approach. It guides applicants on how to clearly communicate their compensation expectations while highlighting their qualifications and enthusiasm for the role. By incorporating this strategy, candidates can present their salary information confidently and align their financial expectations with the employer's needs, fostering a positive impression and facilitating open salary discussions.

Your Name

Your Address
City, State ZIP Code
Your Email Address
Your Phone Number
Date

Hiring Manager's Name

Company Name
Company Address
City, State ZIP Code

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as advertised on [where you found the job posting]. With my background in [brief mention of relevant skills/industry/experience], I am confident in my ability to contribute effectively to your team.

In response to your request for salary history and requirements, my salary in my previous position as [Previous Job Title] at [Previous Company] was \$[Salary Amount] per year, in addition to a comprehensive benefits package. Based on my research and understanding of the position's responsibilities, my salary expectation for this role is in the range of \$[Your Desired Salary Range]. This range is flexible and open to discussion, depending on the overall compensation package and benefits provided by [Company Name].

I am very enthusiastic about the opportunity to join your organization and contribute to [specific project, value, or trait about the company]. I look forward to the possibility of discussing my qualifications and how I can add value to your team.

Thank you for your consideration.

Sincerely,

[Your Name]

Tip: Tailor the above template to your personal experience, adjust numbers as appropriate, and always research typical salaries for your role and region to ensure reasonable expectations.