

Cover Letter Sample for Job Application with Expected Salary Stated

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient 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 [your field/industry or your key selling point, e.g., software development, marketing, accounting], I am confident in my ability to contribute effectively to your team.

I hold a [your degree or certification, if relevant] and have [number] years of experience working in similar roles, where I developed strong skills in [mention specific skills relevant to the job]. In my previous position at [Previous Company Name], I successfully [describe a relevant achievement or responsibility, highlighting your qualifications].

I am very enthusiastic about the opportunity to join [Company Name] and contribute to your ongoing success. As requested, I would like to state that my expected salary range is [state your expected salary, e.g., "\$55,000–\$60,000 per year"], which I believe fairly reflects my qualifications and industry standards. However, I am open to discussion and flexible depending on the overall compensation package and growth opportunities offered.

Thank you very much for considering my application. I look forward to the opportunity to further discuss how my experience and skills can be valuable to [Company Name]. Please find my resume attached for your review.

Sincerely,
[Your Name]