TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Salary Requirement Cover Letter

Dear **[NAME]**

My varied customer service and training experience, along with my extensive educational background, make me an ideal candidate for the **[NAME]** position posted in the Careers section of your website. Much of my previous work experience has been in customer service, and the tools and techniques.

I have learned from this industry transfer directly to the skills outlines in your job post, including effective written and verbal communication, facilitating group discussions, problem solving, developing rapport, organizing, meeting goals, and managing groups.

My extensive educational background, bachelor's degree in marketing, and postgraduate work in teaching and counseling will help me add new perspectives and ideas to your department. I know I can be a key player on your training team, and I would like the chance to prove that to you.

Per your request, an acceptable salary range for this job, based on the description and my research, is **[0.0$]**, not including benefits or supplements.

My requirement is flexible and negotiable, depending on such factors as additional benefits, the opportunity to earn bonuses, and opportunities for advancement. Thank you for your time and consideration.

Sincerely,