**Salary Requirements in a Cover Letter—Example**

Margaret Sampson

1191 Barfield Lane

Indianapolis, IN 46204

September 9, 2019

Julia Jimenez

Hiring Manager

Softplatinum LLC

8520 Allison Pointe Blvd

Indianapolis, IN 46250-4299

Dear Julia,

As an office manager with 10+ years experience and looking to step my career up to the next level, I was thrilled to see your advertisement for Office Manager. I have extensive experience in ensuring the smooth running of a medium-sized office and supervising a team of 5 administrative staff. Along with day-to-day administrative duties I have acted as support the HR team by maintaining up-to-date personnel records and holding responsibility for organizing and scheduling interviews. I would be delighted to have the opportunity to bring my extensive experience to Softplatinum and contribute to the efficient management of your office.

Throughout my professional experience, I have developed extensive skills in managing office budgets, being lead point of contact with suppliers, organizing company integration events and directly managing a team of administrative assistants. I have also been responsible for implementing and enforcing workplace health and safety procedures and I am OSHA trained.

A few of my wins at my most recent employer, Cranston Associates, include:

* Renegotiated initial tender for office furniture refit with new supplier resulting in a 20% cost saving.
* Consolidated two legacy employee databases with new system resulting in a 30% reduction in workflow time for employee-related admin, including payroll administration.
* Implemented latest standards in workstation health and safety leading to a 70% boost in employee comfort and wellbeing metrics as expressed in their monthly OfficeVibe survey results.

As this selection of achievements demonstrates, I believe in taking the initiative to improve workflow, well-being and make savings for the entire business. I will bring that same sense of ownership, drive, and passion to the office manager role at Softplatinum

I’d love the opportunity to meet you to learn more about Softplatinum’s future direction and to discuss how my professional experience will contribute to your success and growth.

Per your request, given my qualifications and achievements, my salary requirement is $60,000 (negotiable). My salary expectation is flexible depending upon the overall compensation package and additional benefits such as opportunities for advancement.

Sincerely,

Margaret Sampson