

Salary Requirements Guide

Salary Requirements in Cover Letter: When salary requirements are requested, you have a little more flexibility. One option is to state that your salary requirements are negotiable based upon the position and the overall total compensation package, including benefits. Another alternative is to include a range, based on the salary research you've done, i.e. my salary requirement is in the \$35,000 - \$45,000 range.

Salary History List: If the job posting requires the submission of a salary history list, create it using the below format for each job you have listed on your resume.

Salary History List: Example

Your Name
Address
City, State Zip
Phone, Cell Phone
Email

Salary History List:

Benefit Representative
Medical Hospital, New York, NY
12/2005 - Present
Annual Salary: \$40,000

Account Analyst
Medical Hospital, New York, NY
1/2003 - 11/2005
Annual Salary: \$35,000

Account Analyst
4/1999 - 12/2002
Children's Hospital, New York, NY
Annual Salary: \$35,000

Salary Requirements:
\$35,000 – \$40,000

J O B M A P



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