COVER LETTER EXAMPLE WITH SALARY REQUIREMENTS

To the Hiring Representative,

I am applying for the project manager position at United Group. I have several years of project management experience, and I think it would be a great fit at United Group.

In my experience with Divided Inc., I effectively led teams that constructed user interfaces for our company’s web and mobile apps. My responsibilities included investigating software issues and developing new infrastructure based on pioneering tech trends.

A lot of this work involved independent project management as well as collaboration with other team members. During my time as a project manager at Divided, Inc., I was able to develop my communication skills and specialize in task management using video conferencing software. This became particularly useful as we began work remotely as an organization.

During this time, I also liaised with research institutions and became familiar with prototype development. Due to my knowledge, I have been asked to train other team members and have been entrusted to lead lectures for several other partner organizations.

With my experience, I will be a great project manager who combines empathy with results. My salary requirement is in the $90,000 to $100,000 range. I can be flexible and am willing to negotiate this requirement.

Please consider my application. I would love the opportunity to further discuss my skills and career goals.

Thank you,

NAME HERE