

## Salary Requirement Sample Cover Letter

18 Riverside Drive  
Norfolk, VA 23402  
January 4, 2007

Mr. Dwayne Smith, Vice President  
Manufacturing Operations  
Remington Steel Corporation  
1 Commercial Place  
Norfolk, VA 23501

Dear Mr. Smith:

Please accept this letter as application for the Process Engineer position currently available with Remington Steel Corporation. My resume is enclosed for your review and consideration.

My experience has afforded me exposure to numerous facets of process engineering including: problem solving, troubleshooting, tooling set-up, performance improvement projects, and quality assurance. I am confident that my skills in these areas will prove to be an asset to Remington Steel Corporation's Manufacturing Operations division.

My current salary requirement would range \$40,000 to \$55,000, with specifics flexible, negotiable, and dependent upon such factors as benefit structure, responsibility and advancement opportunity.

I look forward to the opportunity to meet with you and learn more about your company, its plans and goals, and how I might contribute to its continued success.

Sincerely,

*Signature*

Tim Grayson

Enclosure