

How to Negotiate Salary: Sample Script

Whether you're negotiating your salary over the phone or by email, here's a complete script to get you started:

Thank you so much for the offer. I'm very excited about this opportunity. Over the phone, you offered \$50,000. Based on my research, the salary range for this role in the industry is typically between \$55,000 and \$65,000.

Additionally, I feel I can offer unique value to your company. I earned my company an additional \$10,000 in my prior position with a campaign I launched.

For these reasons, I would be more comfortable if we could settle on \$60,000. My qualifications and experience reflect this salary.

I'd be eager to accept if you can move the pay to \$60,000."

Remember that if you offer a range, you want to start at the higher end of the range, but you should expect the employer to try to meet you more in the middle.

Responding to the script above, an employer might say, "Okay, how about \$55,000?"

If they counter with a little less than what you're asking for, you might respond with the following statement based on an employee benefit or perk you feel is essential to you:

“I understand the best you can do is \$55,000. If you can do \$55,000 and increase the Restricted Stock Unit allotment to 100 units, then I'm on board.”

Lastly, if you need to decide whether to accept the offer, it's acceptable to say, *“Great. Do you mind if I take 24 hours to think it over?”*