**How to Ask for A Promotion**

When asking for a promotion, it's vital to be able to present the facts and request in a clear, concise manner. Use the following pages to document the reasons why you deserve this promotion.

When did you last receive a promotion? How did it come about (did you ask for it, were you approached by your boss, etc.)?

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What promotion are you after?

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Why do you think you deserve it?

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Why would you would be good for this position?

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What responsibilities, training, projects or activities have you recently completed that show you are ready for this promotion?

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What experience do you have that would make you a good fit for this promotion?

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Have you ever held a similar position? If so, when and where? Why are you no longer in it?

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How have you improved the company (increased sales by \_\_\_, streamlined XYZ process to reduce \_ hours of work each week, saving $\_\_ a year in costs, etc.? Be specific.

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How would promoting you benefit the company?

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What goal(s) do you have for the position if you get it?

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