

---

# Salary History Template

[www.chattykathyenglishcourses.com](http://www.chattykathyenglishcourses.com)

---

*What's the best way to handle information about what you've earned in the past?  
Some job postings ask you to include your salary history when applying for the position. It's important to be careful how you disclose your salary history, so you have flexibility when it comes to negotiating compensation.  
**If the job posting doesn't mention it, don't offer any salary information until asked.***

---

A salary history is a document that presents an employee's past earnings. Some employers ask job candidates to give them a salary history list when they apply for a job. Others may request it as part of the interview process, when you are definitely in contention for the job.

## **A salary history typically includes -**

Your job title  
The name and address of each company  
Your dates of employment  
The salary and benefits package you received

\*List in reverse chronological order with your current or most recent job at the top of the list.

\*Use your gross annual salary (the amount prior to taxes being withheld).

**Included below are templates you can use to provide employers with your salary history.**

**\*The second example includes benefits in addition to annual salary.**

## Salary History Template #1

Your Name

Address

City, State Zip

Phone

Email

### **Benefit Representative**

Baptist Medical Hospital

Little Rock, AR

12/2014 - Present

**Annual Salary:** \$42,000

### **Account Analyst**

Baptist Medical Hospital

Little Rock, AR

1/2010 - 12/2014

**Annual Salary:** \$35,000

### **Account Analyst**

Carillon Financial Services

Tampa, FL

4/2008 - 12/2010

**Annual Salary:** \$29,000

## Salary History Template #2

First Last Name

Street Address

City, State Zip

Phone

Email

### **Marketing Manager**

Chrome and Partners

New York, NY

06/2013 - Present

**Annual Salary:** \$64,000 plus commission, health benefits and profit sharing

### **Marketing Coordinator**

Metropolitan, Inc.

Patchogue, NY

12/2011 - 06/2013

**Annual Salary:** \$50,000 plus health benefits

### **Social Media Assistant**

Prime Communications

Bennington, VT

6/2010 - 12/2011

**Annual Salary:** \$29,000 plus performance bonuses