



BOUJEE & BALANCED UNIVERSITY

In the past (insert year(s)) I have made (\$XXXX) in revenue for this company

I have completed the following projects since the (insert months/years) i've been employed here.

1.

2.

3.

4.

And have especially enjoyed: list where you have been a standout employee

Due to my eagerness to see results I have gone above and beyond in: (list areas where you have gone above the call of duty at work)

In the past (enter duration) I have been able to: (list targeted goals that you have completed)

I have shown leadership skills by helping others at work accomplish their goals by:

Even while facing challenges I have been able to tackle them head on and deliver results. Such as: (give an example)

This year I plan to work on (_____) that will help excel the company by (_____). Think of a major project you can assist with.

As an asset to this company. You all would stand to lose (_____) if I were no longer here because I (_____)

I deserve a raise because....

List some reasons that would prevent you from getting a raise. (tardiness, etc) and how you will ensure you will give it your best effort to grow from those reasons.

Make sure:

You have not recently received a raise.

You've had good attendance, work ethic & have completed a recent project (if app)

Your company is not showing signs of financial distress

I'm going to ask for this much:

\$

I'm requesting this much because research shows that (list competitive income range for your position)

Type your action statement below to your boss/manager:

For example: As you know, I've been very involved in project management for the past year. I've also begun to head a recent team project, which has resulted in higher productivity. Since my last review, I've \$30,000 for the MacPad Enterprises LLC. Doing so has helped our team expand to the northern region. Based on these accomplishments and industry standard income for a project manager of \$95,000, I'd love to discuss a \$10,000 raise.