



How to ask for a Promotion – Make a case for yourself and put it in writing

- When you ask for a promotion, you should **be prepared with specific details** about your contributions to the company as well as with an explanation of what you're asking for.
- If you go into a meeting and just say, "I want a promotion," it's likely that your request won't be taken seriously.
- **Make a list of all of your accomplishments.** Think about all of the things you have done for the company in the past six months, year, or even the past five years, depending on how long you've been at the same position.
- Write down any **projects you worked on, and sales goals you've surpassed**, or any innovative ideas you've had that have helped move the company forward.
- It's important to **be as specific as possible**. If you can quantify exactly how much your projects, sales, or general work has helped the company, this will make your case much stronger.
- **Prepare to show that you've been exceptional.** You don't just want to say that you've done a good job, but to prove that you've gone above and beyond expectations.
- **Take the application process seriously.** Too often, internal candidates figure they've got the new job in the bag, but studies show that as few as 1/3 of internal candidates win the better jobs they seek.
- **External candidates can be extremely competitive** because they have no pretences of security. They want the job, and they know they'll have to put their best foot forward to get it.
- In addition, **companies sometimes want to bring in new people** to bring new skills or perspectives to the organization.
- The lesson here: **don't be complacent**, and remember to "sell" yourself as you would if you were applying for any other job.