



## How to Ask for a Promotion

**Do you often wonder how some people find it easy to ask for a promotion, but you just can't seem to do it? Have you been working diligently to receive that particular position at work only to come up short? Do you want more out of your career? If so, take action! This guide will offer you simple, effective steps that you can take, to ask for that promotion that you desire, the one that you deserve!**

Do you want to know how to ask for a promotion? If so, you have come to the right place! Many of us give our [careers](#) all that we have. We work hard, we follow all the policies and procedures, and we strive towards a particular goal within our career, and somehow that promotion that we want just does not seem to come about. Well, we can sit back and pity ourselves, staying in the same position that we have worked hard to get out of it, or we can reach out and take action! Here, I will share with you some simple, yet highly effective steps that will help you ask for a promotion!

1. When it comes to asking for a promotion, the first step that you should take is basic preparation. It is best to prepare using sound facts and figures that can [account](#) to your ability. However, you should also have documentation in place that outlines the things that you can do for your employer. You know you are valuable, you know that you are an asset to the company, but does your employer know this? Chances are, yes they do! However, if you work for a large scale company, it could be possible that they have not been able to focus on your personal accomplishments and contributions to the company as a whole, so show them! Prepare! Prepare! Prepare!

2. Have you ever noticed the people in your company that are truly successful? Generally, these individuals are charismatic, energetic, and positive. They have a positive attitude and this results in high levels of productivity! You are confident in the aptitude that you have to perform the work in the position that you desire, but do you have the attitude that you need for the position? If you are upbeat, energetic, and positive this will equate to success! If you fit the formula, make sure that your employer knows it! Do not say it, or think it, be [IT](#)!

3. You are prepared, you are positive, now it is time to take action!!! Respectfully request that an appointment be made with your superior. Be certain that you allow enough time to

allow your boss the time to evaluate your case, and really consider the possibility of the benefits of having you in the position that you seek!

4. When it comes to presenting your case for a promotion, there are two interests that you should have at hand – first, your interests. This includes your presentation on why you think you will be successful in the position that you seek, as well as the documentation that carefully outlines your abilities and skills. The next interest that you should have in mind, are that of your employer. You should present what it is that you hope to achieve in your position, how you will go about doing this, and how you can benefit the company as a whole.

5. The next thing that you have to remember when it comes to asking for a promotion is that being an individual may be good, but in the corporate world, being a team player is even better! You must express the fact that while you would enjoy being in the position, the best interests of the company is what is weighing on your mind the most, and that you feel that you can bring about a powerful change in the corporation!

6. Last, but not the least, once you are done with the meeting and have presented the case of why you deserve the promotion, you should allow your employer to ask you questions that are weighing on their mind. As soon as the question and answer session has concluded, simply thank your employer for taking the time to hear you out. Then, walk away. From here, let it go. Allow your superior to consider all that you have said, and weigh the pros and cons, your presentation, your experience, and your abilities. If they feel as if you are a good match for the promotion, it will not take long for you to hear the news.

It is not difficult to ask for a promotion. All it takes is a little preparation and a lot of confidence of the abilities that you possess. By following the steps listed here, it is quite likely



## Career Tips

that you will receive the position that you want and deserve.  
If you do not, at least you have made a sound and productive

impression on your company, and it is possible that they have  
better things lined up for you!

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