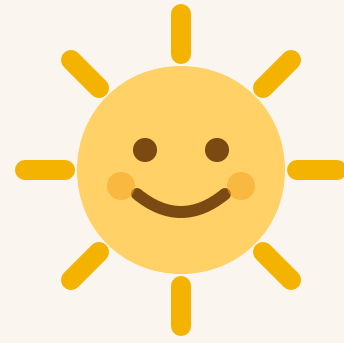


AI JOB SEARCH OS

Club Relaunch

Get back to work.



Negotiation Scripts

AI Job Search OS · Template pack

Part of the AI Job Search OS kit



Club Relaunch — *Get back to work.*

Getting an offer is great news. Asking — politely — whether there's flexibility is a normal, expected part of the process. Most employers build room into their first offer. These scripts help you ask with confidence and grace.

Disclaimer: This is an educational workflow to help you organize your thoughts — it is not career, legal, or financial advice. Every situation is different. Nothing here promises any particular outcome; it simply helps you communicate clearly and professionally.

The negotiation email (template)

When to use it: After you receive a written offer and want to ask about salary or terms. Send within a few days of receiving the offer — not the same hour, not two weeks later.

Subject: Thank you — [Role title] offer

Hi [Name],

Thank you so much for the offer for the [Role title] position. I'm genuinely excited about [one specific thing about the role or team], and I'd love to join the team.

Before I accept, I'd like to discuss the compensation. Based on [your reason — market research, your experience level, the scope of the role], I was hoping we could explore something in the range of [your target range].

[One or two sentences backing it up: your relevant experience, a comparable data point, or the scope of responsibilities.]

I'm flexible and happy to talk through what works on your end. Would you be open to a brief call this week?

Thank you again for this opportunity.

Best, [Your name] [Phone number]

Filled example (customer success representative)

Subject: Thank you — Customer Success Representative offer

Hi Maya,

Thank you so much for the offer for the Customer Success Representative position. I'm genuinely excited about the team's focus on proactive outreach — that's exactly the kind of work I did best in my last role — and I'd love to join the team.

Before I accept, I'd like to discuss the compensation. Based on my six years supporting customer accounts and the senior-level book of business this role covers, I was hoping we could explore something in the range of \$72,000 to \$75,000 in base salary.

In my last position I managed over 200 accounts with a 94% satisfaction rating, and the roles I've seen with similar scope in the Los Angeles area tend to list in the low-to-mid \$70s.

I'm flexible and happy to talk through what works on your end. Would you be open to a brief call this week?

Thank you again for this opportunity.

Best, Daniel Reyes (555) 014-2287

Why these numbers: The example offer is \$68,000. Asking for \$72,000–\$75,000 is a realistic, modest move — roughly 6–10% above the offer, backed by experience and local market data. Always base your number on research (sites like Glassdoor or the Bureau of Labor Statistics' public wage data), not on what you wish you earned.

Phone call talking points

If they want to talk instead of emailing, use this as your cheat sheet. You don't need to read it word for word — just hit the points.

- 1. Open with gratitude.** "Thank you so much for the offer — I'm really excited about this role."
- 2. Name one specific thing you like.** "The part about owning the onboarding experience is exactly where I've done my best work."

3. **State your ask plainly.** "I was hoping we could get closer to [number or range]. Is there flexibility there?"
4. **Give your reason in one breath.** "With my [X years] of experience and the scope of the role, that's where the market seems to be."
5. **Then stop talking.** Let them respond. Silence feels awkward but it's where the real answer comes from.
6. **If they need to check:** "Of course — take whatever time you need. Should I follow up Thursday, or will you reach out?"
7. **Close warmly no matter what.** "I really appreciate you hearing me out. I'm excited about the possibility of joining the team."

Tips for the call: - Smile while you talk — it genuinely changes how you sound. - Have your notes in front of you. There's no rule against it. - Never accept, decline, or counter a brand-new number on the spot. "Can I think that over and get back to you tomorrow?" is always okay.

What to do if they say no

A "no" on salary is not the end of the conversation. Here's how to handle it well:

1. **Thank them sincerely.** "I understand, and I appreciate you looking into it." Grace here is remembered.
2. **Ask about non-salary options.** Many things have value beyond base pay:
 3. A salary review after 6 months (get it in writing)
 4. A signing bonus or first-year bonus
 5. An extra week of vacation or additional remote days
 6. A professional development budget or certification support
 7. A start date that works better for you
8. **Get the final offer in writing.** Whatever you agree to — salary, start date, title, any extras — make sure it appears in the written offer letter before you accept.
9. **Take a day to decide.** Even if you're thrilled, sleeping on it is smart. "Can I confirm by tomorrow?" is completely reasonable.
10. **Keep the relationship warm either way.** If you accept, you're starting on good terms. If you decline, do it kindly — industries are small, and today's hiring manager is tomorrow's referral.

Remember: Asking politely never costs you the offer. Employers expect it. The only real mistake is accepting terms you're unhappy with and starting the job already resentful.

This guide is for education and organization only — not career, legal, or financial advice. Outcomes vary, and no approach guarantees a particular result.

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