

Example of a job proposal¹

Silvia Martínez
c/ Fontaneres, 23
46014 València

ADVANTAGE TO THE COMPANY:

A company such as M&B, with various sales people in its offices and a growing client portfolio, needs the people with a commercial attitude to be concentrating on their work and maximising their productivity to satisfy the clients' needs.

However, certain administrative tasks may hinder the sales activity and slow up the response given to clients (preparing paperwork, making photocopies, phone calls for updating information, etc.). These tasks are time-consuming and make sales teams less effective.

It is worthwhile considering the possibility of having an administrative assistant in the company to carry out these functions. A full-time assistant could perform all these tasks for all of the sales department employees, making the service given to clients more effective.

SKILLS:

My name is Silvia Martínez and I worked for 3 years in an office as a receptionist and 2 years as an administrative assistant for the Post Office. I have good computer skills and some basic knowledge of English. As a receptionist I have learned how to handle clients and to do jobs such as preparing documents in different formats, making photocopies and handling matters by phone. At the Post Office, my experience helped me to improve the way my colleagues organised their work, to solve problems and consequently to make our work more productive.

I am hard-working and honest and I like to do my job to perfection. I think I might be the ideal person to fulfil the functions of administrative assistant in your company and in this way help to expedite the work of the sales department. If the opportunity permits, I would like to be able to talk to you personally and thus explain a little more about my experience and skills.

Please do not hesitate to get in touch with me to follow up on this proposal by e-mail at silviamartinez@email.es or by telephone on 605336xxx.

Yours faithfully,

Silvia Martínez

¹ Adapted from Randall, C., & Bays, N. (2006). Entrepreneurial job development: A case study with a person with schizophrenia. *Journal of vocational rehabilitation*, 24, 11-22; & Bissonette, D. (1994). *Beyond traditional job development: the art of creating opportunity*. M&B Wright & Associates.

Sample Proposal For Hiring New Staff

Julia Schneider



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Effective Grant Writing and Program Evaluation for Human Service Professionals Francis K. O. Yuen, Kenneth L. Terao, Anna Marie Schmidt, 2013-07-29 A state of the art guide for developing grants with a strong emphasis on using program outcome measurement to underscore need and accountability Based on the authors many years of experience in the public and nonprofit sectors Effective Grant Writing and Program Evaluation for Human Service Professionals integrates the topics of grant proposal writing and program evaluation offering grant seekers the practical guidance they need to develop quality proposals obtain funding and demonstrate service results and accountability The authors clearly and succinctly illustrate and describe each stage of the grant writing and evaluation process Problems or issues that arise frequently are highlighted and followed by specific advice In addition numerous real world examples and exercises are included throughout the book to give readers the opportunity for reflection and practice This timely reference incorporates a strengths perspective providing An inside look at the grant writing and evaluation processes with insights from experienced grant writers agency administrators foundation program managers and grant reviewers Specific examples of successful grant proposals and evaluation plans and instruments serving as models for learning and practice Field tested individual and group exercises that facilitate the development of grant writing and evaluation skills Discussion of electronic technology in grant writing and evaluation including writing and submitting grant proposals online and identifying funding sources This grant writing and program evaluation guide follows a needs driven evidence based result oriented and client centered perspective Its authoritative discussion equips human service professionals to effectively develop grants with a strong emphasis on measuring program outcomes

The Complete Guide to Hiring and Firing Government Employees Stewart Liff, 2009-12-23 Not only does government bureaucracy often make hiring a cumbersome slow moving process but poor performers enjoy more protection from losing their jobs than their counterparts outside of government With over thirty years experience as a federal government employee insider Stewart Liff offers a solution to the government talent shortage enabling government managers to cut through the red tape and take advantage of the best government employees out there The Complete Guide to Hiring and Firing Government Employees also teaches readers the equally important skills of efficiently documenting and dealing with those who don't make the cut to ensure your team starts and stays strong You'll discover how to take an anticipatory approach to recruiting how to decide who to target and where and how to advertise for open positions how to screen and interview candidates how to counsel a poor performing employee how to use progressive discipline how to document a case and write a charge how to develop internal political support and much more Bringing the best new people on board and weeding out the worst are both the most important and the most difficult tasks faced by any employer For federal managers the challenge is even greater Filled with tried and true strategies this step by step guide will equip you to continuously uphold strengthen and even grow an entire department of high achievers

Evaluation of the

HOPE 3 Program, 1995 **Department of Transportation and Related Agencies Appropriations for Fiscal Year 2001**
 United States. Congress. Senate. Committee on Appropriations. Subcommittee on Dept. of Transportation and Related
 Agencies Appropriations, 2001 Congressional Record United States. Congress, 1997 *Manage Budgets and Financial
 Plans with Student Resource Access 12 Months* Sharon Rumble, Ana Anandarajah, Al Aseervatham, 2017-05-30 This text has
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 Labor, Health and Human Services, Education, and Related Agencies, 1999 *Zero to a Billion* David Kriegman, 2018-07-27
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