

Example of a job proposal¹

Silvia Martínez
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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

Wenbin Ji



Sample Proposal For Hiring New Staff:

Sample Proposal For Hiring New Staff Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has been apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Sample Proposal For Hiring New Staff**," written by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect on our existence. Throughout this critique, we shall delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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