Example of a job proposal¹

Silvia Martínez c/ Fontanares, 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 Martinez 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 Martinez

Adapted from Randall, C., & Beyn, N. (2006). Entrepresental job development. A case study with a power with school-process. Accord of vision-powers and relabilitation. 24, 11-22; & Bissistance, D. (1994). Reposed traditional job development the set of creating apportunity. Mill Wright & Association.







Sample Proposal For Hiring New Staff

Mark Steyvers

Sample Proposal For Hiring New Staff:

The book delves into Sample Proposal For Hiring New Staff. Sample Proposal For Hiring New Staff is a crucial topic that needs to be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Sample Proposal For Hiring New Staff, encompassing both the fundamentals and more intricate discussions.

- 1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Sample Proposal For Hiring New Staff
 - Chapter 2: Essential Elements of Sample Proposal For Hiring New Staff
 - Chapter 3: Sample Proposal For Hiring New Staff in Everyday Life
 - Chapter 4: Sample Proposal For Hiring New Staff in Specific Contexts
 - \circ Chapter 5: Conclusion
- 2. In chapter 1, the author will provide an overview of Sample Proposal For Hiring New Staff. The first chapter will explore what Sample Proposal For Hiring New Staff is, why Sample Proposal For Hiring New Staff is vital, and how to effectively learn about Sample Proposal For Hiring New Staff.
- 3. In chapter 2, the author will delve into the foundational concepts of Sample Proposal For Hiring New Staff. The second chapter will elucidate the essential principles that need to be understood to grasp Sample Proposal For Hiring New Staff in its entirety.
- 4. In chapter 3, this book will examine the practical applications of Sample Proposal For Hiring New Staff in daily life. The third chapter will showcase real-world examples of how Sample Proposal For Hiring New Staff can be effectively utilized in everyday scenarios.
- 5. In chapter 4, this book will scrutinize the relevance of Sample Proposal For Hiring New Staff in specific contexts. This chapter will explore how Sample Proposal For Hiring New Staff is applied in specialized fields, such as education, business, and technology.
- 6. In chapter 5, this book will draw a conclusion about Sample Proposal For Hiring New Staff. This chapter will summarize the key points that have been discussed throughout the book.
 - The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Sample Proposal For Hiring New Staff.

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