

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

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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

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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 been written to provide managers who are non financial specialists with a clear understanding of financial management principles It teaches students how to plan and implement financial management approaches monitor and control finances review and evaluate financial management processes and explores financial mathematics and other techniques financing sources and their mix cash flow techniques for evaluating capital expenditure and techniques for financial analysis **UK Employment Regulation** Great Britain: Parliament: House of Commons: Trade and Industry Committee, 2005-05-18 Incorporating HC 1223 i session 2003 04 **Clean Energy and "green" Jobs** United States. Congress. Senate. Committee on Energy and Natural Resources, 2008 Introducing Employment Relations Steve Williams, 2014 Comprehensive and clearly focused this is a must read text for students of employment relations The accessible writing style is combined with a wealth of contemporary examples allowing the reader to fully engage with the key critical debates surrounding each topic Decisions and Orders of the National Labor Relations Board United States. National Labor Relations Board, 1998

Rural and Urban Problems of Small Businessmen United States. Congress. House. Select Committee on Small Business. Subcommittee on Small Business Problems in Smaller Towns and Urban Areas, 1970 **Hearings, Reports and Prints of the House Select Committee on Small Business** United States. Congress. House. Select Committee on Small Business, 1970 **Departments of Labor, Health and Human Services, Education, and Related Agencies Appropriations for 2001: Department of Labor** United States. Congress. House. Committee on Appropriations. Subcommittee on the Departments of Labor, Health and Human Services, Education, and Related Agencies, 2000 **Tax Aspects of President Carter's Economic Stimulus Program** United States. Congress. House. Committee on Ways and Means, 1977 **The Odd-job Employment Program** Rent-A-Kid, Inc, 1973 Business Benchmark Upper Intermediate BULATS and Business Vantage Teacher's Resource Book Guy Brook-Hart, David Clark, 2013-01-24 La 4e de couverture indique Business Benchmark Second edition is the official Cambridge English preparation course for BULATS and Cambridge English Business Vantage also known as Business English Certificate BEC Vantage A pacy topic based course with comprehensive coverage of language and skills for business it motivates and engages both professionals and students preparing for working life *Departments of Labor, Health and Human Services, Education, and Related Agencies Appropriations for 2000* United States. Congress. House. Committee on Appropriations. Subcommittee on the Departments of Labor, Health and Human Services, Education, and Related Agencies, 1999 *Zero to a Billion* David Kriegman, 2018-07-27 The federal professional services market is one of the world s largest and one of the most competitive Companies struggle to

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