

Employment Proposal Template

- ① **Recap visits or contacts**
e.g. “Thank you for the time you took to show me your operations last week. It was interesting to observe your employees at work!”
- ② **What did you see?**
e.g. “During my visit, I heard several of your colleagues say that there were often backlogs due to increased customer orders.”
- ③ **Tasks that could be assigned**
e.g. “I realized that there are tasks such as delivering documents across departments, assembling customer packets, copying documents, and sorting incoming mail that people are spending a lot of time doing.”
- ④ **How the tasks match the job candidate**
e.g. “One of my job seekers, Joseph, is good at clearly organized tasks and would love to work in an office.”
- ⑤ **How would this help the company**
e.g., “If Joseph assembles and delivers the packets to each department, workers could attend to other tasks. This might help reduce the backlog of work.”
- ⑥ **How will you help? Employment Services that benefit the Employer.**
e.g. “I will accompany Joseph to get him oriented to his new tasks and check-in every day to see how he is doing.”
- ⑦ **Make the “ask”**
e.g. “Can I bring Joseph in for an interview?”
- ⑧ **Reiterate the benefits to the company**
e.g. “With my help, Joseph can learn these tasks and the other employees will not have to worry about their tasks. He can help move the work along.”