**JOB PROPOSAL LETTER**

Dear **[Boss's Name]**,

During my employment with **[Company Name]**, I've noticed there are some duties that go unfulfilled in the **[Department Name]** department.

My research shows these unfulfilled tasks are costing the company the chance to increase revenue, and I would like to offer my services to perform those tasks through the creation of a new position within the company.

**[Department Name]** Issue

Workers in the **[Department Name]** department are already working hard to achieve their assigned tasks, and the tasks of **[List unfulfilled tasks here]** remain unattended. Based on my research, these unattended tasks cost the cost the company approximately [Fill in the dollar value determined via your research].

The qualifications I possess that make me an excellent candidate to fill the new position I am suggesting including:

* My education in **[Field Name],** which is supported by my on-the-job experience.
* Awards Earned That the Boss Doesn't Know About
* Accomplishments as related to the new job at hand
* My volunteer work as a **[Task Performed]** at **[Organization Name]** which yielded a total of **[Dollar Value]** for the organization.

Thank you for taking the time to review my proposal for creating a new **[Position Name]**. I hope you will consider me for this new position. I believe my qualifications would help make me successful in creating extra revenue for the company as your new **[Position Name]**, and I look forward to discussing this with you.

Please reach out if you have any questions or concerns. I have documentation that supports the statements detailed above if you wish to review it for decision-making purposes.

Kind regards,

**[Your Name]**