



PROPOSAL KIT SAMPLE

Personal Resume Sample Proposal

Scroll down to read the first part of this sample. When purchased, the complete sample is 8 pages long and is written using these Proposal Pack chapters:

Cover Letter, Title Page, Table of Contents, Executive Summary, Client Background, Qualifications, Portfolio, References

This sample was created using **Proposal Pack for Any Business**. In the retail Proposal Pack you get the entire collection of samples (including this one) plus thousands of editable templates for creating an unlimited variety of custom proposals and other business documents.

[Click here to purchase Proposal Pack for Any Business](#)

The sample below **does not** include all of the sample's content. The complete version is included in every retail Proposal Pack product and must be purchased to see the rest of the content and to get the editable Word format version.

Read this article for more help - [How to Write Your Resume as a Business Proposal](#)

Ronald Smith
General Manager
Champion, Inc.
45258 South Vine Street
Phoenix, Arizona 75257
(PH) 805-555-1500
rsmith@champion.com

Mr. Smith,

I am writing to express my interest in the **Senior Operations Manager** position as mentioned on your company's website and have enclosed my resume for your consideration. I believe I am a qualified fit and would make a valuable addition to your company.

Because of my education and work experience you will benefit from my outstanding ability to be efficient and reliable, listen and react to peoples' needs, and look at challenges as opportunities. I have strong time management skills and also possess strong written and oral communication skills. I require little guidance in the work place and am capable of doing what is required without direct supervision; however, I enjoy working as a team and have no problems creating relationships with co-workers.

Enclosed is my resume to provide you with the details of my skills and accomplishments, although I am positive that a personal interview would more accurately reveal my qualifications and the contribution I can make towards your organization's future success.

Sincerely,

Larry Jones
5225 SW Main Street
Phoenix, Arizona 75257
(PH) 805-555-4567
(FX) 805-555-7890
ljones@aol.com

Champion, Inc.

Larry Jones
5225 SW Main Street
Phoenix, Arizona 75257

(PH) 805-555-4567
(FX) 805-555-7890
ljones@aol.com

SENIOR OPERATIONS MANAGER

Prepared for: Ronald Smith
General Manager

Prepared by: Larry Jones

Resume

Champion, Inc. is the center of today's Spend Management revolution, enabling Internet-based business processes for more than 100 leading companies around the world, including over 40 of the Fortune 100.

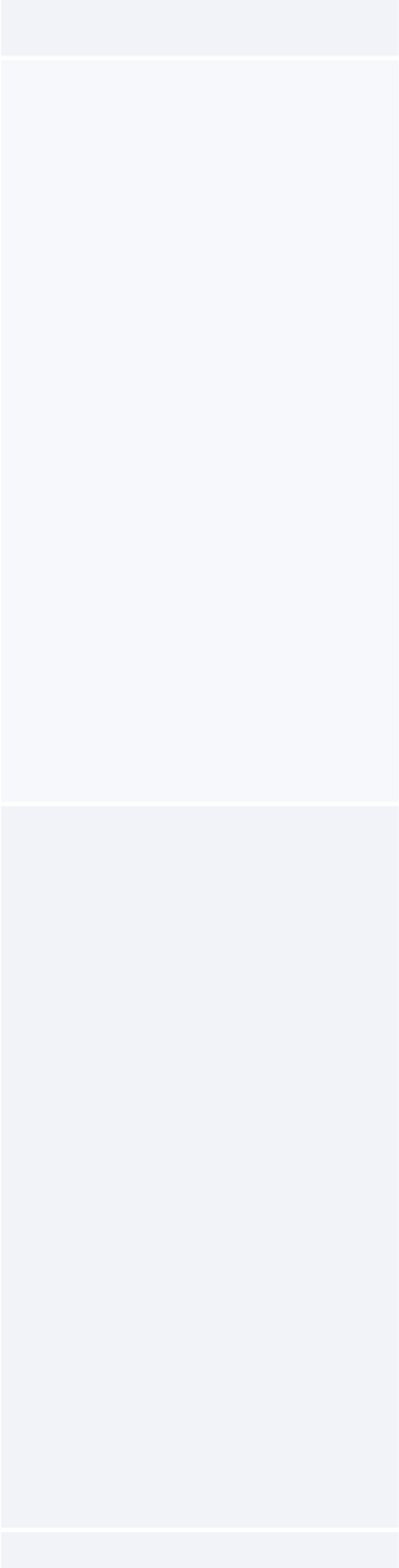
Champion is helping buyers, suppliers, and market makers everywhere find and seize their opportunities in the new digital economy.

I am seeking the position of Senior Operations Manager for Champion, Inc. and believe I will be a valuable asset to your company.

Champion, Inc.

Table of Contents

Executive Summary	1
Qualifications	2
Portfolio	3
Background	4
References	5



Executive Summary

The Objective...

Champion, Inc. is seeking a **Senior Operations Manager** who will be responsible for the direction, management and leverage of the Champion Enterprise Spend Management Solution with targeted major account(s), including service delivery, customer satisfaction, account penetration and commercial management.

In this role the Senior Operations Manager will draw upon other resources within Champion e.g. Marketing, Customer Service, Professional Services, Business Development and Alliances.

The Objective...

As part of Champion's management team, I will honor the following strategic vision by:

- Focusing on achieving your long-term goals of predictability, profitability and sustained growth.
- 100% customer satisfaction.
- Being responsible for attracting and retaining a professional workforce that meets the highest standards.
- Providing a rewarding environment to your employees.

The Solution...

As Senior Operations Manager at Champion, Inc., my mission is to exceed the expectations of Champion AND its customers by committing to their shared values and by achieving the highest levels of customer satisfaction. In this way I will ensure that Champion's profit, quality and growth goals are met by:

- Selling high value technology solutions.
- Being a business orientated strategic thinker.
- Demonstrating high level of energy/self-starter.

Qualifications

Summary of Qualifications...

- More than 7 years experience in Customer Service and Support with recognized strengths in account maintenance, problem-solving and trouble-shooting.
- Well-rounded background in human resources, training, operations and management.
- Excellent experience developing and implementing a variety of corporate programs, including those that must comply with corporate, state and/or federal agency guidelines.
- Ability to train, motivate, and supervise Customer Service employees.
- Skilled in developing department budgets and creating department objectives.
- Experienced in writing and delivering presentations for executive meetings.
- Possess solid computer skills: Microsoft Office - Word, Excel, PowerPoint, Access, Lotus 1-2-3,

Core Values...

- **ACCOUNTABILITY** – I take responsibility for decisions at individual and company levels.
- **ACHIEVEMENT** – I aspire to the highest level of excellence in Champion's products and services.
- **ATTITUDE** – I believe that remaining positive and looking ahead are essential parts of achieving goals.
- **BOLDNESS** – I believe that taking calculated risks encourages growth and new discovery.
- **COMMITMENT** - I keeps my promises to clients, employees, and their families.

This sample is included in the [Proposal Kit Professional](#) and [Proposal Pack](#) products.

This sample has been truncated to only show the first few pages. The complete version of this sample including an editable Word version is included with all Proposal Kit Professional and Proposal Pack products found at:

ProposalKit.com/htm/proposal-software-products.htm

