

Freelance Recruitment Proposal for Virtual Assistant Role

Date: [Insert Date]

To: [Client's Name]
[Client's Company Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

I am writing to propose my services as a freelance virtual assistant for [Client's Company Name]. With my experience in administrative support and a proven track record in managing tasks efficiently, I am confident in my ability to contribute effectively to your team.

Proposed Services

- Email and Calendar Management
- Data Entry and Research
- Customer Support
- Social Media Management
- Document Preparation and Management

Why Choose Me?

I possess strong organizational skills and can handle multiple projects simultaneously while maintaining attention to detail. My previous clients have seen improved efficiency and productivity as a result of my support.

Rates and Availability

My standard rate is [Insert Rate] per hour, and I am available [Insert Availability]. I am open to negotiating a package that best suits your needs.

Next Steps

I would love the opportunity to discuss further how I can assist you in achieving your goals. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a meeting.

Thank you for considering my proposal. I look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Company Name]

[Your Phone Number]

[Your Email Address]