

- ☹ *Are you too busy for your current staff?*
- ☹ *Are you too slow to hire full time professionals?*
- ☹ *Does your workload fluctuate?*



Then I am your answer!



In the Title/Escrow and Real Estate business, and especially in these economic times, there is a need for support, but there doesn't seem to be a means for adding to staff...

I would like to propose to you the opportunity to use my services to help you in an economic time, where I know you have been instructed to "trim the fat", yet you still need the support in many departments. I can work for you on an hourly basis as an outside contractor. You would only be billed for the hours I work and I would not be considered an "employee" in order to keep your head-count down, not to mention that there would be no added expense of medical or dental insurance nor would you be obligated to pay temporary and/or taxing agencies. Furthermore, I will offer a competitive and reasonable rate that you can justify as an office/administrative expense.

What is even more enticing about this potential arrangement is that I bring to the table a professional demeanor and appearance along with the knowledge and skills that you can put to work immediately with NO TRAINING. I am reliable, detail-oriented, loyal and trustworthy; one who will serve as a model to encourage other staff members to demonstrate the same high standard of professionalism.

My business ~ *Jane of All Trades* uses the skills I have developed in escrow, office organization, accounting, bookkeeping, project management, business development, computer support and whatever else may pertain to your office atmosphere. I would be happy to share my experience and references upon your request.

Keep your overhead DOWN and level of service UP... What more could you ask for? It's the best of both worlds. I believe you will see that this could be a golden opportunity ~ one that would benefit everyone!

I am open to any opportunity you may have and would be elated to discuss what I can do for you. *There is no task too great or too small!* I can be reached by e-mail or phone. Please contact me at your earliest convenience.

I look forward to hearing from you.

Jane of All Trades

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** Notary Public **