

Proposal client wants to message back

How to write proposals

1. Always start with an attention-grabbing opener or a pattern interrupt (aka eye catching first liner)
2. Use attachments in job proposals if possible (picture is worth a thousand words, short video where I outline how I plan to execute the project, discussing my thoughts on the technologies and methodologies I would use. This not only demonstrates my expertise but also helps the client visualize how I'd bring their project to life)
3. Dive right into the work, don't talk about yourself (I discuss the project's process and explain what I'll do for the client)
4. Share relevant experience to build credibility with the client (mention specific projects or accomplishments that are directly related to the job at hand)
5. Summarize approach to the job (emphasize long-term commitment to providing value and building a strong relationship with the client)
6. Call to action or create a sense of urgency (ask when we can schedule a meeting or propose a timeline for starting the project this encourages the client to take the next step and engage further)

You almost wanna provide so much value in your proposal that the client feels like he has to respond and reach out.

By going above and beyond in your proposal, you're demonstrating that you're willing to put in the effort to deliver exceptional results.

When sending out proposals, it's essential to answer every question in the job description. By doing so, you're demonstrating that you've taken the time to thoroughly understand the client's needs and that you're the right person for the job. However, what do you do when there's missing information in the job description?

In this case, it's important to ask the client for more information in your proposal. When you're missing critical details, it's better to clarify them upfront rather than making assumptions that could lead to miscommunication down the line. By asking for more information, you're showing the client that you're attentive to their needs and that you're invested in providing the best possible solution.

Proposal example

Subject: Transforming Document Management with a State-of-the-Art AI Chatbot Solution

Nice to meet you Mark,

I hope this message finds you well. As we find ourselves amidst the era of digital transformation, it's exciting to consider the potential of harnessing AI technology, specifically in the realm of document management and summarization. I am thrilled to propose a solution that could revolutionize your operations.

Understanding Your Needs

The crux of your project lies in developing a GPT-based chatbot capable of reading entire documents and summarizing them. This task necessitates an understanding of both advanced natural language processing (NLP) techniques and user-friendly chatbot design.

The Work Plan

To bring this project to life, my approach will involve a few key stages:

1. **Data Preparation:** I will ensure the chatbot has the necessary training data to understand the context of documents in your specific domain. This might involve pre-processing your existing documents or sourcing suitable data.
2. **Model Customization:** I will fine-tune the GPT model on this data so that it can understand and summarize your documents accurately.
3. **Chatbot Integration:** The AI model will then be integrated into a chatbot interface, ensuring a seamless user experience when requesting summaries.
4. **Testing and Iteration:** Rigorous testing will be conducted to ensure the chatbot is delivering accurate summaries and is easy to interact with.

Relevant Experience

I have previously worked on similar projects involving NLP and chatbot design. For instance, I helped ElevensLabs develop an AI chatbot that interpreted and summarized customer feedback in real time. This solution drastically improved their response times and customer satisfaction scores.

The Journey Forward

Developing this chatbot will not only automate a time-consuming task but will also make your document management process more efficient. My commitment is not just to deliver a working chatbot but to provide a solution that will continue to add value to your business in the long run.

Next Steps

I'm eager to discuss this project in further detail and understand more about your specific needs. When would be a convenient time for you to schedule a meeting? Alternatively, I propose we start the project this week to allow us to harness the full potential of this AI-driven solution as soon as possible.

Looking forward to your positive response.

Best Regards,

Alex from LevelUp