I am writing to request 7 additional members of staff for our project. When examining the program, I noticed too many duties for the amount of personnel we have, which would make them work additional hours.

Without extra staff, we cannot manage the customer support responsibilities. Answering customers' questions help to communicate and build a relationship with clients but require loads of time, which we cannot afford without extra staff.

We need people prepared to work in a new team and help each other find their place in our project. The required skills are patience and communication, as we need you to talk to the clients and provide solutions to difficulties they meet. Fluency in a foreign language, or work experience, will be an advantage in being promoted to a higher post. We need you to analyze responses about projects to understand how we can prove our efficiency and service.

The participants will have an interview with me, or my substitute, where we will recruit those who suit our requests. In addition, I will show them our offices and explain the core points of the project.

If you want to make this world a little bit better, we are waiting for you in our friendly team.