

HAROLD JAMES P. BRAVO

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May 19, 2025

QUEEN-EVER Y. ATUPAN

Head, Cashiering Office
Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Atupan,

I am writing to formally express my interest in the Administrative Aide VI (Clerk III) position under the Cashiering Office of Visayas State University. I hold a degree in Mass Communication and possess strong oral and written communication skills, along with high proficiency in Microsoft Office and related applications—capabilities that are essential in fulfilling clerical and administrative responsibilities.

I bring with me three years of experience in a civil society organization, where I began as an Executive Assistant to the Director. This role sharpened my skills in records management, time management, and organizational support. I was subsequently appointed as Advocacy and Communication Officer, then as Project Officer, where I engaged in policy advocacy, program planning, implementation, monitoring, and reporting.

Additionally, I have six years of experience in the corporate sector, where I advanced from Associate to Manager. This progression demonstrates my commitment to professional growth and excellence. In these roles, I applied and further developed competencies in people and team management, process improvement, strategic planning, training, and development.

I am guided by the values of integrity, relationship-building, and quality service delivery. I believe my diverse background and skill set make me a strong candidate for the Clerk position. Furthermore, I am highly flexible and open to being considered for any position that best aligns with my experience and qualifications, where I can contribute meaningfully to your office and the wider goals of Visayas State University.

Thank you for considering my application. I welcome the opportunity to further discuss how I can be of service to your team. You can always reach me in your convenience through my email at haroldjamesbravo@gmail.com or by phone at +63 960 419 5983.

Respectfully,



Harold James P. Bravo