

**HAROLD JAMES P. BRAVO**

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May 19, 2025

**HAZELLE V. ASALDO**

Head, VSU Manila Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ms. Asaldo,

I am writing to formally express my interest in the Clerk position under your office. I hold a degree in Mass Communication, with a strong command of oral and written communication and high proficiency in Microsoft Office and related applications—skills that are essential in performing administrative and clerical functions with accuracy and efficiency.

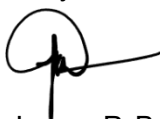
I bring a combined nine years of experience from both civil society and corporate sectors. I spent three years in a civil society organization, starting as Executive Assistant to the Director, where I developed expertise in records management, time management, and office organization. I was later appointed as Advocacy and Communication Officer, and eventually Project Officer, roles that enhanced my competencies in policy advocacy, program planning, implementation, monitoring, and reporting.

Additionally, I have six years of corporate experience, where I progressed from Associate to Manager—demonstrating strong work ethics, professionalism, and a commitment to continuous growth. These roles allowed me to apply my skills in people and team management, process improvement, strategic planning, and training facilitation.

I am driven by the values of integrity, strong interpersonal relationships, and a dedication to quality service delivery. I am confident that my background equips me well to contribute effectively to your office. Furthermore, I am highly flexible and open to being considered for any position that aligns with my qualifications and where I can add meaningful value to the team and the university.

Thank you for considering my application. I welcome the opportunity to further discuss how I can be of service to your team and to the wider goals of the Visayas State University. You can always reach me at your convenience through my email at [haroldjamesbravo@gmail.com](mailto:haroldjamesbravo@gmail.com) or by phone at +63 960 419 5983.

Respectfully,

A handwritten signature in black ink, featuring a large, stylized 'H' and 'B' that are connected, with a horizontal line extending to the right.

Harold James P. Bravo