

Job Application Letter

23 Desember 2025

To,
Hiring Team,
Revolution Aerospace,

Dear Hiring Team,

I am applying for the Bookkeeping and Administration Assistant position in Bandung. This role suits me well as I have a strong background in data management, structured documentation, and basic financial record-keeping, supported by my studies in Informatics Engineering.

I have hands-on experience managing systems related to financial data, receipts, and organised records, and I am used to working accurately and consistently. I am comfortable handling numbers, maintaining digital files, and supporting administrative and finance tasks as part of a team.

I am available to work 1–2 days per week, can attend the Bandung office once a week, and am flexible with working hours. I am eager to learn Xero and see this role as a strong opportunity to grow while contributing reliable and detail-oriented support to your finance and administration team.

Thank you for your consideration. I would welcome the opportunity to discuss my application further.

Kind regards,
Firman Nurilhaq