

# Analyst, Payroll Cover Letter

7456 Suzi Parkway Deandreaberg, MN 26666-4475

**Dear Sutton West,**

Please consider me for the analyst, payroll opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for office support duties, such as ordering office supplies, responding to payroll record requests, etc.

Please consider my experience and qualifications for this position:

- Proficiency with Word and Outlook is preferred
- Computer literacy to include MS Office products payroll software
- Strong knowledge of federal, state and local payroll laws and regulations
- Experience with 3rd party payroll service (Ceridian, ADP, ) including report writing tools
- Expertise and knowledge of complex payroll compliance and HR requirements, including international assignments (expatriates and inpatriates), tax equalization, relocation, stock options, taxable benefits
- Advanced knowledge of query tools - Lawson Query Wizard (DME), PeopleSoft PSQuery (SQL)
- Experience with full lifecycle HRIS (PeopleSoft, Workday, ) implementation
- Experience using relational databases such as Oracle, SQL

**I really appreciate you taking the time to review my application for the position of analyst, payroll.**

Sincerely,

Skyler Hoeger