

Payroll Administrator Cover Letter

228 Purdy ValleyWest Timchester, CO 12741

Dear Lennox Morar,

In response to your job posting for payroll administrator, I am including this letter and my resume for your review.

Previously, I was responsible for payroll services with distribution to associates, Transmit payroll files on time and on schedule with accurate on-time delivery of corporate payroll on pay date.

My experience is an excellent fit for the list of requirements in this job:

- Excellent problem solving and conflict resolution capabilities
- Paylocity experience highly preferred
- Experience in working in payroll, ideally at a tech company or a startup
- Experience in integrating new payroll software
- Experience of taking over/moving payrolls
- Direct experience with a minimum of 200 employees
- Computer literate with fast and accurate keyboard input skills and a working knowledge of Microsoft packages
- Numerical, analytical and problem solving abilities

Thank you for considering me to become a member of your team.

Sincerely,

Zion Walker