

Payroll Administrator Cover Letter

561 Lueilwitz IsleNorth Kristinaberg, OR 45555

Dear Stevie Rice,

I am excited to be applying for the position of payroll administrator. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for payroll analysis to customers, provide productivity tools and benchmarking measurements reporting to internal and external customers, optimize costs by continuously reviewing and implementing best demonstrated practices and maintain financial accounting integrity of payroll transactions.

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

- Pulling of file cabinet drawers is occasional
- Reaching for files and documents is occasional
- Crouching for files and records is rare
- Bending occasionally to retrieve files from drawers
- Carrying files, books, binders, office supplies is occasional
- Process, prepare and submit changes in the payroll
- Discrete communicator with an eye for details and deadlines
- Self-starting and pro-active, positive attitude

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Ari Fritsch