

# Payroll Administrator Cover Letter

23325 Trinidad SquareWilkinsonchester, TN 55548-7652

**Dear Peyton Willms,**

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

Previously, I was responsible for a consistently high level of customer service, review payroll information with employees to resolve payroll discrepancies promptly and accurately.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Working knowledge of Checkpoint HR
- Leadership – inspiring, supporting and developing others to achieve outstanding level of performance
- Performance Management – delivery of business objectives through effective setting of personal and team goals with regard for client service standards and key performance indicators
- Team Working – co-operating with and respecting colleagues to deliver business
- Commercial Awareness – contribution to the business through awareness of group services, business units purpose and it's market place – and identification of new opportunities
- Innovation and Continuous Improvement –Constantly seeking to improve the way the business is done through analysis, creativity, problem solving and change initiatives
- Support the Payroll Specialist with a semi-monthly payroll processing for North America payrolls
- Assist with semi-monthly ROE processing within Workday and ROE Web

**Thank you for your time and consideration.**

