

Payroll Administrator Cover Letter

752 Moriah Trail West Dino, NC 90011-9116

Dear Morgan Oberbrunner,

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.

In my previous role, I was responsible for payroll advise as required to employees and team leaders and manage payroll related queries including superannuation, allowances, incorrect pay amounts and if applicable car lease deductions queries.

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:

- Chris21 system expert
- A good understanding of payroll processes
- Good numerical and Excel expertise
- Processes work to a high standard by following appropriate procedures in a methodical and systematic way, monitoring and reviewing own tasks and making appropriate checks
- Perseveres with tasks until completion, sets high standards and is willing to go beyond job responsibilities
- Ensures effective communication and keeps others informed
- Looks for ways to help, support and listens to colleagues
- Is flexible in response to changing work demands and can manage a number of tasks at the same time

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

Sincerely,

Corey Jacobson