

# Payroll & Benefits Cover Letter

129 Cormier Ridges West Elfreda, MD 54712-6008

**Dear Rowan Kohler,**

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

Previously, I was responsible for assistance as needed with research and resolution to tax notices received from federal, state and local agencies in a timely manner.

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:

- Achievement and results oriented, a 'can do' attitude
- Tenacity, resilience, and energy
- Flexible and pragmatic approach – understands the need for HR to work with colleagues and business to develop practical solutions
- Team work – willing to help and support colleagues in a positive and enthusiastic manner
- Experience with ADP e-Time payroll
- Knowledge of employment standards and CRA rules governing payroll and benefits
- Methodical in planning and accuracy
- Prior experience with Workday is a strong asset, strongly preferred

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

Sincerely,

Sutton Labadie