

# Payroll & Benefits Cover Letter

473 Corkery Passage Ellsworthburgh, VA 54069-3069

**Dear River O'Reilly,**

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

In the previous role, I was responsible for administrative support regarding the preparation, balancing, distribution, and record retention of all Federal, State, Unemployment, and Local Tax returns.

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

- Possess technical skills to perform basic computer tasks (Word, Excel, and Gmail)
- Proficiency with supported business applications including Kronos WFC 7.0, InTouch terminals, and ADP Enterprise administration for a multilocation organization
- Understand and value the processes that cross IT services such as capacity planning, change management, problem resolution, and project management
- Demonstrated knowledge of ERISA, COBRA, HIPAA regulations/provisions and other legal and regulatory requirements for benefits
- Experience with leave management to include FMLA, STD and LTD
- Strong computer and HRIS skills
- Experience in multi-site, manufacturing environment preferred
- Maintains payroll-related policies and procedures

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

Sincerely,

Morgan Nikolaus