

# Payroll Clerk Cover Letter

9980 Christinia GroveHyattside, SC 14513

**Dear Charlie Monahan,**

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

Previously, I was responsible for on-going training and support to Payroll staff, employees and managers to assist with understanding of payroll guidelines and procedures.

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

- Demonstrates a serious commitment to accuracy and quality while meeting goals and deadlines
- Can be trusted with extremely confidential and sensitive information
- Understanding Job Costing
- Payroll experience with an organization with over 1000 employees
- Processing multi-state biweekly payroll using SAP, overseeing the time reporting for assigned zones, processing direct deposit requests, maintaining accurate payroll records
- Responding to payroll related questions and concerns from employees, supervisors and management along with the appropriate payroll supervisor to provide coordinated, responsive support
- Data entry of time records, changes for promotions, demotions, pay rate changes, benefit deductions, terminations
- Compiling with federal, state and local pay and tax regulations, garnishment rules and other legal requirements

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

Sincerely,

Ryan Bernhard