

Payroll Clerk Cover Letter

56271 VonRueden IsleNorth Adelatown, ID 96184

Dear Quinn Gibson,

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

In the previous role, I was responsible for guidance on the completion of union payroll timekeeping data needed for data input into payroll systems.

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:

- Knowledge of benefit and tax deduction practices
- Co-ordinating the Payroll mailboxes
- Payroll Processing including one off payments and New Starters
- Payroll Reporting and Data Cleansing
- International Payroll admin processes
- Assisting with correspondence and customer service
- Understanding of payroll legislation and processes – desirable
- JD Edwards highly preferred

Thank you for considering me to become a member of your team.

Sincerely,

Onyx Fadel