

# Payroll Representative Cover Letter

618 Ullrich Turnpike Alvaborough, AK 28586-0834

**Dear Stevie McLaughlin,**

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

Previously, I was responsible for coaching and guidance to payroll specialists to ensure all weekly payrolls of 3,500+ employees are processed timely and accurately and payroll processes are consistent with company policies and comply with state and federal regulations/industry standards.

Please consider my experience and qualifications for this position:

- Proficient with Microsoft Office Suite including Excel, Word
- FPC and/or CPP
- Screens incoming telephone calls to determine customer needs and directs complex payroll issues to appropriate payroll or Accounts Payable staff in a professional and timely manner
- Responds to and resolves problems, complaints and issues in an accurate, effective and timely manner
- Researches and responds to inquiries or problems, such as employee or vendor inquiries or processing errors, and obtains answers in a timely manner
- Inputs and verifies from Payroll or Accounts Payable source documents to appropriate system
- Assists with document storage
- Computer Skills (working knowledge of Excel, Word and Power Point)

**Thank you for your time and consideration.**

Sincerely,

Shae Heathcote