

# Payroll Representative Cover Letter

8665 Terrilyn Garden North Marlon, NC 59704-2879

**Dear Corey Hudson,**

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

Previously, I was responsible for guidance and performance evaluation to Payroll team to ensure daily operations are successfully achieved and in accordance to Firm, federal, state and local regulations.

Please consider my qualifications and experience:

- Prior experience in payroll, TAA and HRO preferred
- Fluent in Spanish (speak, read, and write – Spanish/English) preferable
- First point of contact for employees and manager calling service center
- Efficiently respond to inquiries regarding portal navigation and Payroll policies and procedures
- Utilize case management tool for tracking requests
- Perform intake, sorting, tracking, and distribution of documents for processing
- Kronos Time & Attendance background preferred
- Canadian payroll background nice to have

**Thank you for taking your time to review my application.**

Sincerely,

Blake Runolfsson