

# Payroll Representative Cover Letter

3366 Cruickshank SpursKessler, NY 21230-7801

**Dear Gray Deckow,**

I would like to submit my application for the payroll representative opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for first level support to client employees for payroll, benefits, and system related inquiries including but not limited to direct deposits, missing pay, tax changes, wage garnishments, benefits, enrollments, system navigation, and password resets.

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

- Thorough knowledge of Ultimate Software preferred, Microsoft Excel and Microsoft Access
- Knowledge of US and Canadian Payroll law preferred
- Payroll processing of 10 or more states preferred
- Proficiency in Excel (V-lookup and pivot tables)
- Experience working with an ERP system, SAP preferred
- Microsoft Office and related software experience
- Local tax payroll experience
- Mid-level Excel experience

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Onyx Abernathy