

Payroll Specialist Cover Letter

581 Pollich Skyway Fosterstad, OK 73176

Dear Shae Stark,

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

In my previous role, I was responsible for strategic consultation, technical platform and transactional payroll support services to improve client workforce development, benefit solutions and payroll processing.

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:

- Benefits Administration, Employment Law
- Compensation and Wage Structure
- Fundamentals Payroll Certification
- Knowledge of People Track, ADP tax services, MSA and Salesforce systems preferred
- May require flexibility to work across multiple time zones and global teams
- PeopleSoft Payroll/Time and Labor experience or ADP Enterprise
- Experience with payroll tax at federal, state, and local levels
- HR processes knowledge

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Max Cummerata