

Payroll Specialist Cover Letter

57827 Evan FieldsToryport, WI 67783-2361

Dear Campbell Bogisich,

Please consider me for the payroll specialist opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for payroll/HRIS expertise and support for selected business units, as it relates to processing payroll and updating employee records on HRIS.

Please consider my qualifications and experience:

- Excellent oral, written communication skills and customer service skills
- Support in implementing Human Resources procedures and processes
- Implements quality control measures to ensure accuracy and compliance
- Detailed, organized and easily adaptable to a fast work environment
- Communicate with supervisors to confirm employee hours/wages
- Knowledge with related Federal and State wage and hour laws
- Proven knowledge of standard payroll concepts, practices and procedures
- A proven history of performance and attendance

I really appreciate you taking the time to review my application for the position of payroll specialist.

Sincerely,

Armani Beatty