

Payroll Specialist Cover Letter

7695 Esteban KeyPort Marylinhaven, VA 72182

Dear Shae Weimann,

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 help and support to the EMEA Payroll Manager with accurate processing of all UK payroll and EMEA Payrolls as they are rolled out.

Please consider my experience and qualifications for this position:

- Knowledge of federal and state tax laws, immigration and employment laws
- Has good payroll knowledge and phone customer service skill
- ADP systems experience
- Proficient in ADP/ProBusiness, R&R Report Writer, ADP eTime, Workday HRIS, Excel, and Word
- Maintain a high level of service, solution-orientated and structured
- Proactive and initiative oriented
- Good IT knowledge and experience with Microsoft Office software and Excel in particular
- Strong understanding of general ledger as it applies to payroll

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

Sincerely,

Bellamy Lesch