

# Payroll Specialist Cover Letter

20359 Lehner Pike Lake Millicentmouth, IL 19852-1046

**Dear Emerson Kunze,**

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

Previously, I was responsible for support in the bi-monthly payroll processing and work with third party provider to ensure timely and accurate payroll.

Please consider my experience and qualifications for this position:

- Frequent interaction with senior management in the Mississauga office
- Frequent interaction with all Branch Associates and Field Sales Associates and Agents
- Compute wages, deductions, time, and enter data into computers
- Maintaining payroll database
- Manage interface between software program(s)
- Maintain and manage employee information
- Process Travel & Expense Reports to ensure compliance with company policy
- Researching and resolving employee inquiries in a clear, concise, and timely manner

**Thank you for considering me to become a member of your team.**

Sincerely,

Briar Berge