

Payroll Specialist Cover Letter

10414 Janean Roads Lake Rae, KS 41627-4607

Dear Zion Brown,

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

In the previous role, I was responsible for support to Payroll Specialists Team and Solution Center Specialists Team with biweekly and monthly payroll processing tasks as assigned.

Please consider my qualifications and experience:

- Great customer service and communication skills needed
- Strong Excel skills including usage of common formulas
- Can think outside of the box
- Basic knowledge of payroll, human resources, labor contracts, garnishments, federal and state labor regulations
- Basic knowledge of PeopleSoft HRMS applications including HR, payroll, contracts, leave management and queries
- Basic analytical skills with attention to detail
- Basic knowledge of Microsoft Office with emphasis on Excel
- Minimum of 6 months of experience working in a professional industry

Thank you for your time and consideration.

Sincerely,

Gray Ryan