

Payroll Specialist Cover Letter

941 Jasper Expressway West Lowell, AK 11433-6278

Dear Charlie Lemke,

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

Previously, I was responsible for additional payroll processing support, including overpayment recouping, manual payroll inputs and on-demand payments.

Please consider my experience and qualifications for this position:

- Interpersonal skills – remain open to others ideas and exhibits willingness to try new things
- Safety and security – actively promotes and personally observes safety and security procedures and uses equipment and materials properly
- Working knowledge of Kronos is preferred
- Active practice and knowledge of full cycle payroll processing, payroll tax and US domestic regulations as it relates to Time & Attendance, Worker's Compensation, Total Compensation and Benefits management
- Payroll implementation experience preferred
- Experience with ADP and Workday end-user experience preferred
- Multi-state payroll processing preferred
- Proficiency with using Paychex is desirable and multi-state payroll processing

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

Sincerely,

Justice Prosacco