

# Payroll Support Cover Letter

47044 Effertz HavenDamianside, MI 33502-6096

**Dear Brooklyn Upton,**

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

Previously, I was responsible for effective and efficient Payroll services and support within established budgets, principles and regulations, laws and employment standards.

Please consider my experience and qualifications for this position:

- Speak English and Polish and fluently
- Have excellent people & communications skills
- A general understanding of basic accounting concepts
- Good computer and skills associated with MS Office
- Applicable work experience will be considered when making a selection
- Technical Skills - UNIX, SQL, RDBMS
- Prefer HRMS Functional Skills - Benefits, Payroll, HR
- Payroll Compliance Practitioner (PCP) or Certified Payroll Manager (CPM)

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Parker Cruickshank