

Payroll Support Cover Letter

7077 Mosciski Union Eloytown, VT 36539

Dear Shae Schiller,

I am excited to be applying for the position of payroll support. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for guidance on the interpretations of policies and procedures and the use of the payroll system and employee self-service; develop and conduct payroll related training for employees and effectively communicate changes regarding the payroll system.

My experience is an excellent fit for the list of requirements in this job:

- Should have outstanding written and oral communication skills
- Managed Lawson implementation/upgrade and integration projects
- Experience with Microsoft SQL Server / Stored Procedures
- Proficiency with IBM Cognos Business Intelligence / Advanced report writing
- Proficiency with Microsoft Access including Visual Basic Code
- Skills in MS Excel, PowerPoint, Word
- Payroll knowledge and skills / UltiPro payroll
- No experience necessary just eagerness to learn in an IT related area, consulting/support/development

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

Sincerely,

Shae Yost