

# Payroll Support Cover Letter

2437 Eileen Gardens South Mickistad, NV 37235-6559

**Dear Lennox Kris,**

I would like to submit my application for the payroll support opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for guidance to payroll staff on the system methodologies, practices, concepts related to the departments' work to deliver a timely and accurate payroll.

Please consider my experience and qualifications for this position:

- Strong analytical, business process and inter-personal skills
- Exposure to a wide range of technologies including a solid knowledge of databases, web applications, operating platforms and networking
- Basic level proficiency in running queries and using reporting tools
- Basic level proficiency in Microsoft Office applications
- Intermediate level proficiency state and federal wage and hour laws, general tax requirements and withholding
- Intermediate level proficiency in verbal and written communication skills with proven results in problem resolution
- Have strong software systems knowledge with an understanding HRIS systems
- Payroll tax research with business tax notices

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

Sincerely,

Emerson Osinski