WILLIAM MOORE

1 Main Street, New Cityland, CA 91010
Cell: (555) 322-7337
example-email@example.com

Dear Human Resources Manager,

I write in response to your ad seeking a new Payroll Specialist at Bourdain Business Group. As a highly competent Payroll Specialist, I would bring a proactive, motivated, and detail-oriented mindset to this role.

In my current position, I maintain an exceedingly productive payroll environment while managing over 50 accounts at once. I have a knack for problem solving and work well independently and with little oversight. I respond to requests from colleagues and clients in a timely manner and am adept at prioritizing multiple ongoing projects.

Additionally, I have expertise in:

-
- Processing payroll for large numbers of staff and/or accounts concurrently.
- Maintaining 100% compliance with all employment tax laws.
- Preparing reports and charts to present trends and account information.
- Improving workflow and efficiency with process improvements for the department.

I am a self-starter and excel at record maintenance, reporting, and tax compliance. I am also deeply familiar with accounting software and Microsoft Excel and adapt quickly to new programs. As a part of the team at Bourdain Business Group, I hope to help you expand your client base and grow your overall revenue.

My resume and references are attached. I look forward to hearing from you soon and would love the opportunity to discuss the position with you further.

Thank you for your time and kind consideration.

Sincerely,

William Moore