

Dear Mr. Stevens,

I am writing to express my interest in the Payroll Assistant position at TotalPay Services. With my experience in payroll and strong skills in attention to detail, organization, and communication, I am confident that I would be a valuable addition to your team.

In my previous role as a Payroll Coordinator at PayPlus, I was responsible for managing the payroll process for over 500 employees. This experience has equipped me with an extensive understanding of payroll procedures and the ability to handle multiple tasks efficiently. I have also developed a keen eye for detail, ensuring accuracy in all calculations and tax filings.

One of my biggest achievements at PayPlus was implementing a new payroll system that streamlined the process and reduced errors by 20%. This not only saved time but also improved overall employee satisfaction. Additionally, I was recognized for my exceptional customer service skills, consistently resolving any employee payroll concerns promptly and professionally.

My best qualities include being highly organized, adaptable, and able to work well under pressure. This has allowed me to successfully meet tight deadlines and handle high volumes of data accurately. Moreover, I am a team player who enjoys collaborating with colleagues to achieve common goals.

In terms of skills, I am proficient in using various payroll software such as ADP and QuickBooks. My knowledge of federal and state tax laws is also up-to-date, ensuring compliance with all regulations.

Thank you for considering my application.

Sincerely,

Dale White

To

Arthur Stevens
TotalPay Services

From

Dale White
Payroll Specialist