**Robert Smith**

***Contact details***

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**Payroll Assistant**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

Upon learning about the job opening for the role of Payroll Assistant, I was excited to nominate myself for the same. My 2 years of experience in a similar field has helped me gain an in-depth understanding of the payroll processes. I have developed expertise in collecting data, processing payroll, preparing reports, etc. Furthermore, I am skilled at data entry that makes me an ideal candidate for the job role.

Here is listing my job duties for your consideration:

* Devise ways to resolve the payroll discrepancies.
* Address the employees' inquiries regarding the payroll.
* Adhere to the payroll and taxation policies.
* Perform the various administrative duties such as sorting, compiling, filing paperwork, etc.
* Provide assistance to the analyst with payroll resort preparation.
* Carry out other instructed duties.

I am skilled at communicating with the employees, resolving basic payroll issues, and performing various administrative responsibilities. I am sure my detailed orientation and dedication would surpass your expectations.

I am grateful to you for considering my candidature. I have attached my resume for you to gauge my occupational history and educational records. I look forward to the further rounds of interviews.

Best Regards,

[Your Name]



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