**Payroll Clerk Cover Letter**

Dear Mr. Tores,

I am applying for your open Payroll Clerk position I saw on your website. Please see my enclosed resume for your consideration.

I have the following career qualifications to offer: I have a B.S. in Finance Administration, and two years working in a payroll office as a specialized Administrative Assistant. In that time, I handled all payroll assistance as needed by supervisors. I am fluent in all payroll software, systems applications, and best practice for management and automated check paying and computing of payroll amounts. I am a team player and very efficient with my work. I seek to bring this dedication and talent to your company.

Thanks for taking the time to review my resume, and I will follow up next week to ensure that you have all the details about my career that you need. Until then, please do not hesitate to call with any questions you may have at (555)-555-5555.

Sincerely,

Your Signature

Sean Mcdowell

Enclosure: Resume