69 Treno St
New Rochelle, NY
10801
(914) 563-3362

04/07/202

Dear WPH,

I am a recent graduate of the Business Administration program at Nyack College and I am very interested in working as a payroll associate.

After review the job description, I see that WPH is looking for a candidate to assist supervisors in various aspect of payroll functions. In my past experienced, I worked as an Administrative Assistant where I was required to assist the company in the financial area by preparing payroll, tracking expenses, and billing customers. Given the requirements, I am confident that I have the necessary skills and the right attitude to succeed in this position and perform above expectations. I am efficient in Word, Excel, PowerPoint, Outlook, and Quickbooks to name a few. Also, I acquired an internship during my college career at Aflac. I was able to successfully work in a team setting to effectively meet and surpass set goals and accomplish tasks before deadlines. Through my work and college experience I have developed valuable skills in problem solving and engaging in multiple tasks, but I have also developed experience in general report writing.

After reviewing the attached resume, I hope you will agree that I am a suitable candidate. Please contact me at (914) 563-3362 or via e-mail at thesouzadavi@gmail.com to schedule a meeting in which I will be happy to elaborate on how my skills and experience will benefit the company.

Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

Davi De Souza