

MARY JONES

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Date

Dear Executive Recruiter:

I am in the process of seeking a payroll management leadership position where I can use my skills in:

- **Technology** – fully knowledgeable in ADP's Enterprise HRIS and Security Administration, ReportSmith and TimeTrak suites, and work well with IT professionals in adapting applications to the specific needs of each company
- **Customer service** – successfully dealt with union and non-union employee groups of up to 10,000, resolving contract compliance issues, pay disputes, and employee and management questions
- **Regulation compliance** – interpreted and promoted adherence to company policies, regulations and collective bargaining agreements via system configuration, training of associates and control design
- **Report writing** – for more than ten years, programmed a cornucopia of user friendly reports dealing with payroll, human resources issues, benefits, system status, and attendance for all levels of management and staff
- **Multi-location management** – worked with payroll and human resources staff at 30 locations throughout the nation
- **Team building** – led a weekly best practices telephone call with 40 payroll and human resources staff, which promoted knowledge-sharing and company-wide compliance.

If you are working on a client assignment requiring a proven and dedicated payroll professional, I would welcome hearing from you.

Sincerely,

Mary Jones, CPP

Enclosure: resume