

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Payroll Specialist

Dear Hiring Manager,

I am excited to apply for the Entry Level Payroll Specialist position at Acme Corporation, as advertised on your company's careers page. With a strong educational background in accounting and hands-on experience in payroll processing during my internship, I am eager to contribute to your team and ensure accurate and timely payroll operations.

During my internship at XYZ Solutions, I was responsible for assisting in the payroll processing for over 300 employees. I successfully implemented a new tracking system that reduced payroll discrepancies by 20%. Additionally, I collaborated with the HR department to streamline the onboarding process, which improved the accuracy of new hire information in the payroll system. This experience not only honed my attention to detail but also enhanced my ability to handle sensitive information with discretion and professionalism.

I am particularly drawn to this role at Acme Corporation due to your commitment to innovation and employee satisfaction. My coursework in payroll management and my proficiency in payroll software such as ADP and QuickBooks have prepared me to assist in maintaining your high standards. I am eager to bring my strong analytical skills and passion for payroll administration to your organization.

I would love the opportunity to discuss how my background, skills, and enthusiasms can contribute to the success of Acme Corporation. Thank you for considering my application. I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Taylor