

NICHOLAS DENES
657 Old Liverpool Road
Liverpool, New York
Home: (315) 457-0658 Cell: (315) 885-8938

To Whom It May Concern:

As a means of introduction, I enclose a copy of my resume and seek your consideration for any opportunity which would provide me the experience so as to successfully pass the state examination.

As a graduate from the Simmons Institute, I have gained many academic and hands on skills, so as to gain entry into my chosen profession. Since graduation I have worked on an "as needed basis" completing various tasks associated with funeral services. What I need at this time is to complete a 12 month internship under your direction, so as to perfect my skills and complete the state examination.

My heart is in this field, and I have been recognized by my instructors and peers as being truly a compassionate professional. During 1994, I lost my father, who very close to me, which truly provided my with a new perspective on the true value of a professional during someone's time of need.

I'm confident in my ability to help others and want only a few minutes of your time to discuss internship possibilities with your team, in order to gain further experience in developing my craft.

I plan on contacting you to hopefully coordinate an interview opportunity, where we could meet and discuss mutual needs. I thank you for your time in reviewing my background and anxiously await our forthcoming discussion.

Sincerely,

Nicholas Denes

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Enc.

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CAREER OBJECTIVE: To gain practical experience enhancing my competencies, so as to gain entry into my chosen profession as a FUNERAL DIRECTOR.

EDUCATION: ONONDAGA COUNTY MEDICAL EXAMINERS OFFICE
October 2006 – December 2006; Internship

CAZENOVIA COLLEGE
2006: Bachelors of Arts Awarded in Liberal Studies

ONONDAGA COMMUNITY COLLEGE
2003: Associates of Arts Degree Awarded
1985: A.A.S. Degree Awarded in Business Administration

SIMMONS INSTITUTE OF FUNERAL SERVICES, INC.
1997: A.O.S. Degree Awarded
1991: Diploma Awarded

RELEVANT EXPERIENCE:

During school and after graduation, I have actively sought out opportunities in the industry, gaining experience in the following key areas:

- Have served on a "stand-by" status for embalming services, having had the opportunity to gain experience in assisting a licensed embalmer during a variety of situations
- Have aided a director in the receiving of flowers at his funeral home and assisted in the presentation of flowers prior to viewing hours.
- Provided assistance to bereaved families, serving as a pall-bearer when requested by the funeral director.
- Drove both limousine and flower vehicle on several occasions at the request of the funeral director.
- Assisted the funeral director in coordinating the religious services for a family.
- Assisted the funeral director in the preparation and presentation of the deceased.
- In that I am bi-lingual, served as a lead member of a family, coordinating all of the arrangements from death to committal service for a Hungarian family.
- Coordinated all key events related to the recent passing of my father, which involved a committal service in his native land of Hungary.

REFERENCES: Available Upon Request