



TRUDY-ANN T. RILEY

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Good day:

I am writing to express my interest in an apprenticeship and permanent employment in Maryland. I feel confident that my training, enthusiasm, and industry experience I gained as a recent licensee in Connecticut makes me uniquely qualified to make an immediate impact.

When I earned my Mortuary Science degree at Lincoln College of New England, I developed the skills and abilities that make me a strong fit for this position, including embalming and client-centered service. Since graduating, I have been committed to expanding my skills and keeping up-to-date with the latest industry knowledge. My efforts include being months away from completing my bachelor's degree in Funeral Service Management and gaining a CANA Certification to be a crematory operator. Working alongside you all will fulfill my goal of becoming a permanent licensee in Maryland.

My passion for funeral service, and my sincere desire to succeed has led me to apply for this position. I would bring an immensely strong work ethic and great enthusiasm to the role. Mostly, I would be grateful for the chance to contribute to the amazing work that you all are perpetuating in Maryland.

I am looking forward the opportunity to meet with you to discuss my passion for funeral service. I truly believe that I could be a valuable resource for your team, and would be honored to have the chance to become part of the success of your specific service care establishment.

My résumé is attached. Thank you very much for your time.

Ever so sincerely,

Trudy-Ann T. Riley



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OBJECTIVE

Diligent embalmer/funeral director. Has passion in caring for departed loved ones with exceptional dignity. Dedicated to creating a comforting and aesthetically pleasing "memory photo" for survivors while fulfilling opportunity to make a genuine difference. Helping families during difficult times by imparting compassion, understanding and providing the greatest service and professionalism. Persistent desire to advance knowledge and abilities to provide the best possible service to those served.

SKILLS

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| ▪ Licensed Funeral Director and Embalmer in Connecticut | ▪ Home and hospital removals | ▪ Professional |
| | ▪ Dressing and casketing | ▪ Organized |
| | ▪ Malleable | ▪ Knowledge of various computer programs |
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EXPERIENCE

McClam Funeral Home - New Haven, CT
Licensed Embalmer/Funeral Director | 2016 - Present

- Key member in firm's caretaking team.
- Performed a variety of tasks, including: funerals and visitations managing work duties of part-time employees, counseled family members on product selection, managed inventory, removals, transferring of deceased human remains, minor restoration, and dressing and casketing, and arranging on occasion. Executed office duties such as completing, signing, and filing paperwork, operating computers, debit card machines, typewriters, and audio/visual system on occasion.
- Conducted more than 500 funerals, visitations and memorial services over the course of 2 years.

Connecticut Mortuary Trade Service - Windsor, CT
Licensed Trade Professional | 2016 - Present

- Extends licensed mortuary service to multiple firms including The Office of The Chief Medical Examiner.
 - Worked in all counties.
 - Performed embalming procedures and updated case study reports.
 - Picked up the deceased at private homes, hospitals and county morgues.
 - Displayed the highest level of professionalism and sensitivity when dealing with grieving family members.
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EDUCATION

Lincoln College of New England – Southington, CT

- Bachelor's of Science: Funeral Service Management, Present
- Associates of Applied Science: Mortuary Science, 2015