

14 East Frances Ave  
Morganville, NJ 07751

Director of Funeral Services:

Please accept this letter and enclosed resume as evidence of my interest in a position as an Intern. I started this career path at Brookdale Community College in Lincroft, NJ, where I completed my general college courses and achieved the Deans list during the 2013 Fall Semester. I transferred to Mercer College this summer to continue my education in the Funeral Service Program which I am now enrolled. I am on course to graduate in the summer of 2015.

As my resume indicates, I was employed by Kimberly Clark (Schweitzer) for the better part of 21 years. My early responsibilities were general machine helper positions. Through the years, I progressed forward with full machine responsibilities. One major duty was to mix chemicals to be applied to the paper product. Safety was an issue and proper protection had to be maintained.

Another duty was to work with different departments and update new operational procedures to satisfy OSHA guidelines. Some equipment was outdated and OSHA would stop by unexpectedly to see the improvements being made.

Another factor during my employment was hours of work. The company operated on a 24/7 schedule. Being called to work at 2 or 3am was common. There were situations that arose where people were needed in the middle of the night, this I am accustomed to.

I was also elected to positions of: shop steward, safety representative, emergency squad, and group leader. The underlining factor was team work.

I was given the chance to start a new career and funeral service is what I chose. If given the chance, I know I can continue with my dedicated service just like I did for 21 years with Schweitzer. Thank you for your time and consideration.

Sincerely, Richard Junkierski

**Richard Junkierski**  
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### **Job Objective**

Seeking a position as a Funeral Home Assistant/Intern

### **Experience**

Employed by (Kimberly Clark) Schweitzer, Spotswood, NJ from June 1991  
to July 2012.

Employed as an Electrician from 1987 to 1991

### **Duties and Responsibilities**

As a Machine Operator for 21 years, my work instruction was the total operation of a paper machine. I was responsible for the application of caustic chemicals including sodium and potassium hydroxide to the paper. Other responsibilities included: Checking equipment for defects, OSHA safety checklists, Inform supervisors when repairs were needed. Use of cranes and hoists for heavy lifting. Repair of electrical malfunctions. Aside from the machine I was also a safety representative, shop steward, and was a member of the Emergency Response Team.

### **Skills**

Use of Hand tools  
Electrical  
Documentation  
Chemical tester  
Fork lift operator  
Equipment calibration

### **Education**

East Brunswick Vocational School (Electric)  
St. Joseph's High School, Metuchen, NJ  
Brookdale Community College Lincroft, NJ (Business)  
Mercer County Community College (Funeral Service) Ongoing