

Name _____ Class _____ Number _____

Put the heading given in the right place

Education	Experience	Personal Details
Position sought	References	Special qualifications

Sathita Chaikla
155 Sukhumvit 80
Sukhumvit Road
Prakhanong, Bangkok 10110



_____: Secretary

_____:
2002 – 2004 Certificate in Vocational Education
1999 – 2001 Sisisuksa School

_____:
Age: 22
Marital Status: Single
Hobbies: Gardening, knitting

_____:
2003 – 2004 Part-time a secretary assistant
at Sanyo Company

_____: English Proficiency: Excellent
Can operate PC

_____:
References and details available on request