

What a Résumé contains.



Kate wants to apply for a job at a cafe. Read the information about Kate and insert it into the correct place on her resume.

kate_k1997@gmail.com 06 2412 9172 A.	English Language Award ● First place in Mathayom 6 D.
Starbucks (2014-2015) ● Served coffee and cake to customers ● Operated the cash register ● Cleaned the coffee machine Volunteer English Tutor (2015 - 2016) ● Helped Mathayom 1 students with their English homework B.	Thai, English E.
48 Oriental Avenue, Bangkok, Thailand C.	Kate Smith F.
	Grace International School, Bangkok, Thailand (2010 - 2016) G.
	Jenny June, Manager of Starbucks, Bangkok CBD Branch tel. 09 2411 9672 H.



Name	F. Kate Smith
Address	
E-mail Mobile number	
Education	
Work and volunteer experience	
Achievements	
Languages	
Referees	