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

LIVEWORKSHEETS