

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 registered • 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