

187/4 Soi Ladprao 1
Ladprao Road
Jompol, Jatujuk
Bangkok.

28 August 2006

Mr. Mark Philips
Personnel Manager
Terekon Ltd.
452/7 Soi 6 Suan Plu
Sathorn Road, Sathorn
Bangkok 10120

Dear Mr Philips

I met Ms. Simmons who is your assistant manager at the THAIFAX trade fair and she suggested to me that Terekon is looking for a Thai graduate with a thorough knowledge of food processing and with good communication skills. She suggested I send my resume to you. I believe the enclosed resume will show that I have the skills you seek.

I have a thorough knowledge of food processing. My computer skills are advanced. I know JAVA, Delphi, Pascal and Visual C++ languages. I know Microsoft Office (all products). I can speak and write English at an advanced level. I also hold a driver's license and completed my military training in high school.

I have a lot of experience in internships for a food factory. I would like to mention that my work experience last summer should make me a strong choice for the position. I am confident I can be of considerable assistance to your company.

I am keen to work with Terekon. If you are interested please contact me at (081) 387-837876 any time. I look forward to hearing from you and working together with you.

Yours sincerely

PatraTungchaiwan

Mr. Nuttamon Chantop

276/9 Prachautich Rd, Tumbon Rachburana Amper Rachburana, Bangkok.
Tel: 0-2983-8785 , mobile: 0-9874-9876 e-mail : kayeamz@hotmail.com

PERSONAL DETAILS

Nationality: Thai	Place of birth: Bangkok
Sex: Male	Religion: Buddhism
Date of Birth: 22/8/1985	Marital Status: Single

OBJECTIVE

To obtain as a student trainee for oil company that will utilize my skills and experience

SKILLS AND CAPABILITIES

- Planning, creating, organizing, and coordinate large-scale events
- Public speaking and presentation skills
- Coordinate activities of diverse community groups
- Administer and lead team to a target

EDUCATION

2003-Present	Fuel Technology, Chemical Technology, Faculty of Science, Chulalongkorn University GPAX 3.5 (4 semesters)
1991-2001	Saint Paul's College GPAX 3.22

ACTIVITIES

2004-2005	Being a staff of "Ban Por" for "Freshy Welcome Activity"
2004	Being one of Introduction of Hydrogen multimedia team, "Academic Exhibition of Chulalongkorn University"
2003	Being a staff of "Chem. Tech. Freshy Welcome Camp"
2003	Being a staff of the establishing and organizing team of "Chem. Tech.-Chem. Eng. Sport day Activity"
2002	Being a cheerleader of science faculty in "Freshy sport's day"

SPECIAL SKILL

Language: Thai & English
Computer: MS Word, MS Excel, MS PowerPoint, C Language Programming , MATLAB , Adobe Photoshop