

Row No. \_\_\_\_\_  
Seat No. \_\_\_\_\_

ทำในข้อสอบ



## Ramkhamhaeng University

Final Examination \_\_\_\_\_

Year: 200 \_\_\_\_\_

Subject: EN 320

Date: 26 August 200 \_\_\_\_\_

Number of pages: 7

Time: 9:30 a.m.-12 noon

Name \_\_\_\_\_ Student's Code \_\_\_\_\_

### Instructions:

1. Write down your name and student's code clearly.
2. Answer every question in INK only.
3. Read the instructions very carefully before answering the questions.
4. Every student must finish ALL five parts of the examination; all parts of the answers must go along with one another.

Part I	Part II	Part III	Part IV	Part V

ห้ามนำข้อสอบออกนอกห้องสอบโดยเด็ดขาด

Part I: Application Letter

Look at the given classified posts from Bangkok Post (Aug. 24, 200\_\_)  
carefully. Choose **ONE** of the positions that best suits your qualifications.

**AROSA TRAVEL SERVICE Co., LTD.**

Bangkok based Inbound Tour company  
is urgently looking for

**Senior Tour Administrator**  
to handle Group & FIT travel.

- Excellent command of written and spoken English
- Min. of 5 years experience in Travel Trade preferably with Group Travel

**Junior Reservation Staff**  
to handle worldwide tour bookings

- Good command of written and spoken English
- Min. of 2 years experience in Travel Trade

Both positions:

- Male or Female, Thai Nationality
- Bachelor's Degree
- Computer skills (Word, Excel, Outlook)
- Service minded and hard working

Interested persons are invited to apply in writing  
to: info@arosatravel.com

AROSA TRAVEL SERVICE CO., LTD.  
559/19 Thanapat Haus, Nonsi Road,  
Chong Nonsee, Yannawa, Bangkok 10120  
Tel: 0-2284-3833 Fax: 0-2284-3830  
info@arosatravel.com

**RECEPTIONISTS/WAITRESSES**

Leading elegant European Restaurant  
is recruiting a service team of 5  
**FEMALE SERVERS,**  
all with very pleasant personality, who  
can converse fluently in English and  
are very strongly-service minded.

**Successful applicants will receive  
a monthly income of not less than  
Baht 20,000 with good career  
advancement opportunity.**

Send your resume and photo to  
**Beccofino Co. Ltd., 114/19  
Ramkhamhaeng Road, Hua Mark,  
Bangkapi, Bangkok 10240.**  
*No phone call, please.*

**MARKETEER Co., LTD.**

Thailand's online magazine & media of  
market business is seeking

**MARKETING COORDINATOR**

- Bachelor's Degree
- Good human relations & co-ordinations
- Interest in marketing activity or seminars

**Interested, please send resume with a photo  
to: 92/56-57 Sathorn Thani Building 2,  
19<sup>th</sup> Floor, North Sathorn, Silom, Bangkok**

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**Now write a cover letter for the position you have just chosen from the given classified, using the ..... style.**

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**Part II: Resume**

Write an *attractive* resume to accompany the cover letter that you've written in *Part I*. Make sure that you have all the *necessary* information that suits the position you have chosen.

**Part III: Application Form**

**Complete the application form for the position you have chosen in *Part I*.**

Application Form	
<b>PERSONAL INFO:</b>	
Name _____	Age _____ Sex _____ Tel. _____
Marital Status _____	No. of children ____ Height _____ Weight _____
Current Address: _____	
E-mail _____	
<b>EMPLOYMENT DESIRED:</b>	
Position _____	Salary desired _____
<b>EMPLOYMENT HISTORY: (Present Or Last Position)</b>	
Employer: _____	Phone: _____ Position Title: _____
_____	From: _____ To: _____ Responsibilities: _____
Salary: _____	Reason for Leaving: _____
_____	
<b>EDUCATION:</b>	
_____	
_____	
<b>SKILLS &amp; QUALIFICATIONS: (Licenses, Skills, Training, Awards)</b>	
_____	
_____	
I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.	
<b>Signature</b> _____	<b>Date</b> _____

**Part IV: Recommendation Letter**

Write a letter of recommendation for yourself, signed by \_\_\_\_\_. Use the ..... *style*.

**Part V: Job Interview**

**Fill in the blanks with appropriate responses to the questions asked in the job interview.**

Interviewer 1: Good morning. Please have a seat.

You: \_\_\_\_\_

Interviewer 2: Tell us briefly about yourself and why we should hire you for the position you've applied for.

You: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Interviewer 3: What are your goals for the next five years? How do you plan to achieve those goals?

You: \_\_\_\_\_  
\_\_\_\_\_

Interviewer 1: Do you have any questions for us?

You: \_\_\_\_\_  
\_\_\_\_\_

Interviewer 1: Our company normally reviews all employee's working performance in November, and those who pass will have a 7-15% raise.

You: \_\_\_\_\_

Interviewer 2: One of our representatives will contact you as soon as we conclude our decision. Thank you for coming. Goodbye.

You: \_\_\_\_\_