

ภาคผนวก 5 : ตัวอย่างจดหมายสมัครงาน

ภาคผนวกนี้ได้นำตัวอย่างประกาศการรับสมัครงานที่ลงพิมพ์ในหนังสือพิมพ์บางกอกโพสต์ และตัวอย่างการเขียนจดหมายสมัครงานมาเสนอไว้ให้ผู้อ่านได้ศึกษาข้อความที่ประกาศและวิธีการเขียนจดหมายสมัครงาน

ตัวอย่างจดหมาย 1

8 Tewet Soi 1,
Bangkok 10200.
April 2, 1989.

Personnel Manager,
Asoke International Trading Co., Ltd.
163 Ocean Insurance Building
Suriwong Road, Bangkok 10500.

Dear Sir:

Your advertisement of the availability of a position as a receptionist in your company has been brought to my attention and has generated a deep interest. Subsequent to a review of the requirements called for, therein, it is my opinion that I may be qualified for such a position. I respectfully offer my service for the vacancy.

To familiarize you with my qualifications a resume is submitted for your review as follows:

Name: Ms. Anchalee Saengthong
Nationality: Thai Marital Status: Single
Age: 23 years, born on 2nd April 1966.
Education: B.A. (English) from Ramkhamhaeng University. During my studying at the university, I actively participated in the Student Unions' activities. Also, I worked as a salesgirl in a nearby Department Store in a part-time basis for 2 years.

I sincerely hope that the foregoing information may help you establish my qualifications and experience for the position available.

Should you decide to grant me an opportunity to have an interview at your earliest convenience, an appointment can be made by telephone at 281-1025.

In the expectation of a favorable reply, I remain.

Yours Respectfully,

Anchalee Saengthong

ตัวอย่างจดหมาย 2

25/19 Saengsuk Road,
Bangkok 10400.
15 April 1989.

Personnel Manager,
.....
.....

Dear Sir:

In reply to your advertisement in the Bangkok Post, I am applying for a position of Assistant Financial Manager. I believe the following facts show I could give you services of real value.

I am 27 years of age, and graduated in 1985 from Chulalongkorn University with a B.A. in Economics. My major subject was International Economics whereas my minor subject was in Accounting.

Between 1985-1989 I have been an Accountant Clerk of D.P. International. During those years, I have gained valuable experience in connection with accounting work.

I am leaving this position because my family is moving from this location.

For references, I am glad to have you consult the following individuals :

Dr. Saeng Sri-ngam
Faculty of Economics
Chulalongkorn University
Tel. 251-5198

Mr. Anuchit Ontaeng
Financial Manager
D.P. International
Tel. 571-3421

I look forward with pleasure to hearing from you, and I hope to be granted an interview. The matter of salary I should prefer to discuss in an interview.

Very truly yours,

Trairong Daengdee

Photograph enclosed



FEC. is a progressive company providing design, installation and construction services for water and wastewater treatment and environment protection.

We urgently wish to appoint appropriately qualified persons to fill the following positions at our Bangplee office.

MAINTENANCE SUPERINTENDENT

- Male, Thai nationality
- Certificate or Higher in Mechanical or related fields
- 10 years experience of working with Rotating equipment e.g. pumps, gear box drivers, air compressor drives, bearing assemblies.
- Good command of written and spoken English

FINANCIAL ANALYST

- Male or Female, Thai nationality
- Bachelor's degree in Finance/Banking or related field
- 1-2 years Financial affair experience are preferable
- Good command of written and spoken English

ACCOUNTANT OFFICER

- Male or Female, Age not over 30 years
- Certificate in Accounting
- Able to use personal computer (Word, Lotus, Dbase)

PERSONNEL SUPERVISOR

- Male, Age 25-35 years
- Bachelor's Degree in Political, Law, Administration.
- At least 3 years working experience.
- Able to use personal computer and drive the car.
- Good command of written and spoken English.

TELEPHONE OPERATOR/RECEPTIONIST

- Female, Age not over 30 years
- Vocational Educated in related field
- At least 1 year working experience
- Good personality
- Telephone English conversation ability is required

For full job description and duties please contact the Personnel Manager. A detailed resume, photograph, contact details and salary expectations will be requested. Short listed candidates will be interviewed. All interested persons should apply by September 30, 1992 to:-

**Personnel Department
FEDERAL ENGINEERING CO., LTD.
76/8 Moo 3 Theparak Rd. Km. 10, Bangpleeyai,
Bangplee, Samutprakarn 10540
Tel. 385-5225-7 Fax. 385-5187**

ADIA, one of the world's largest recruitment agencies, based in Switzerland, operates over 1,500 offices worldwide. We plan to expand our Bangkok Office and require high calibre persons to join us;

SENIOR CONSULTANTS (2 POSITIONS)

- : Age 25 years up
- : Fluent in English both writing and speaking
- : Able to operate P.C.
- : 2-3 years experience in staff recruitment would be an asset
- : Initiative with strong leadership skill.

Interested persons are required to submit their resume together with one photo to;

ADIA

Recruitment & Personnel Services Co., Ltd.
Level 23, C.P. Tower
313 Siam Road
Bangkok 10500

Tel. 231-0603
Fax. 231-0458

THE UNITED NATIONS BORDER RELIEF OPERATION

requires

for its office at Aranyaprathet,
Prachinburi province

TELECOMMUNICATIONS OFFICER

Qualifications:

- Thai national.
- Degree/Diploma in telecommunications or electronics.
- At least 3 years experience in maintenance, repair, procurement and installation of telecommunications equipment including base stations, repeater stations; handle talkies and mobile radios in the HF, VHF and UHF. Experience with Motorola equipment an asset.
- Good command of both spoken and written English.

Interested candidates are invited to apply by **23 September 1992** with Curriculum Vitae, references and recent photo to:

UN Border Relief Operation
Personnel Division
P.O. Box 2-121
Bangkok 10200

SECRETARY

- University or Secretarial College graduate
- Must have a good working knowledge of spoken and written English
- Lotus 1-2-3, Word Perfect and shorthand experience is desirable
- Position involves providing secretarial services to the Project Managers of a Thai/Australian joint venture project.

To apply for an interview please contact Col. Vilas Pantana at 258-1413-4 or Fax. 258-6597.

Thai Flying Service Co., Ltd.
392 Phytansee Building
Sukhumvit 18, Bangkok 10110