Abstract

I am an undergraduate student in English for Business Communication in the School of Liberal Arts, Sripatum University, Chonburi Campus. I completed an sixteen-week internship at CRM Supply, located in Mueang District, Chon Buri Province. The reason I chose an internship at CRM Supply was that I wanted to work in the company. I wanted to know how the system works in the company. In the future, I will have the opportunity to work in the company. In addition, I had a great opportunity to improve my English skills: listening, speaking, reading and writing here. My position is Sales officer and, in this report, I have included my work experience from the period 13 January 2020 to 8 May 2020.

The report shows my internship duties at CRM-SUPPLY Company. This report includes my responsibility for training and work experience in the form of weekly reports which are very useful for internships, for new internships and for all. This report shares my experience of using English in writing emails and chatting with customers to get the most benefit. I hope this report helps to share about the workplace. I try to write a report in a sentence that is easy to understand. I hope that my internship experience in this report will bring about success.

SPU CHONBURI