Topic: Cooperative Education Report at Chonburi Post Office

Name: Phansupa Kreewatcharin ID 59703904

Course: Bachelor of Arts in English for Business Communication School of Liberal Arts

Major: English for Business communication

A.D. 2020

Abstract

I have completed my internship for seventeen weeks at Chonburi Post Office and Chonburi Post Office is located at Keereenakhon, Chonburi. It is a part of my Bachelor's Degree requirement. It is my first time to work in a real workplace with other people during the period from 13 January 2020 to 08 May 2020. During my internship, I had a lot of responsibilities, problems while I worked as a Distribution Assistant (General staff) in this report I have mentioned what experiences I have gained and problems that I faced.

The report will show my internship duties and other responsibilities taking place in the Chonburi Post Office. My responsibilities were to checked and sorted material filled out diary performance reports on the post office website, filled out daily performance reports in excel 2013, cut document the new payment appoint and stamped address envelope. The duty that I have to improve my skills and responsible for the best in my ability. In this internship report, I have described my experience and responsibilities with easy sentences to understand. I hope my experience of internship in this report would bring success.

SPU CHONBURI