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| |  |  | | --- | --- | |  | Private & Confidential  機密資料，未經同意不得公開或提示第三者。 | | |
| 本人確認所提供之所有書面及口頭資料、數據等皆正確無誤，如有虛假願負擔一切相關責任。 | |
| 簽名：OOO 日期：2024-XX-XX | |

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| **基本資料** |

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| **中文姓名** |  | **英文姓名** |  | 個人證件照 |
| **性別** |  | **出生日期** |  |
| **身高** |  | **體重** |  |
| **婚姻狀況** |  | **兵役義務** |  |
| **駕照** |  | **通勤交通工具** |  |
| **通訊地址** |  | | | |
| **期待月薪** |  | | **期待年薪** |  |

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| **學歷記錄** |

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| **學校名稱** | **學校地點** | **學歷** | **求學狀態** | **科系** | **求學期間** |
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| **工作經驗** |

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| **目前就業狀況** |  | **累積工作經驗** | X 年 X 個月 |

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| **公司名稱：** |

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| **職稱** |  | **工作期間** |  | | |
| **薪資** |  | **全年度獎金總額** |  | | |
| **公司國籍** |  | **工作地點** |  | **公司規模** |  |
| **公司產業類別** |  | **營業項目/產品** |  | | |
| **工作內容** |  | | | | |
| **離職原因** |  | | | | |

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| **外國語及方言專長** |

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| **語文種類** | 日文 | **聽＆說** |  | **讀＆寫** |  |
| **證照** | 新制： | | | | |
| **語文種類** | 英文 | **聽＆說** |  | **讀＆寫** |  |
| **證照** | TOEIC： | | | | |
| **語文種類** |  | **聽＆說** |  | **讀＆寫** |  |
| **證照** |  | | | | |

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| **技能專長** |

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| **辦公室文書應用工具** |  |

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| **自傳1** |

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