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| **個人履歷表Personal resume** | | | | | | | | | | | | | | | | | | | | | | | |
| 個人基本資料Basic information | | | | | | | | | | | | | | | | | |  | | | | | |
| 姓名Name | | | |  | | | | 性別Sex | | | |  | | | | | |
| 籍貫Country | | | |  | | | | 婚姻Marriage | | | |  | | | | | |
| 生日Birth | | | |  | | | | 子女Child | | | |  | | | | | |
| 身分證字號ID | | | |  | | | | | | | | | | | | | |
| 現在住址Rest address | | | |  | | | | | | | | | | | | | |
| 永久住址Address | | | |  | | | | | | | | | | | | | |
| 聯絡電話Phone No. | | | |  | | | | | | | | | | | | | |
| 手機號碼Mobile No. | | | |  | | | | | | | | | | | | | |
| 血型Blood type | | | |  | | | | 身高Height | | | |  | | | | | | 體重Weight | | | |  | |
| 電子郵件E-mail | | | |  | | | | | | | | | | | | | | | | | | | |
| 應徵職務Candidate | | | |  | | | | | | | | | | | | | | | | | | | |
| 希望待遇Salary | | | |  | | | | | | | | | | | | | | | | | | | |
| 可上班日期Available date | | | |  | | | | | | | | | | | | | | | | | | | |
| **教育背景資料Education information** | | | | | | | | | | | | | | | | | | | | | | | |
| 學歷Grade | 學校School | | | | 科系Department | | | | | 起始時間From | | | | | | 結束時間End | | | | | 地點Location | | |
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| **工作經歷Experience** | | | | | | | | | | | | | | | | | | | | | | | |
| 就職公司  Company | | | 部門  Department | | | 職稱  Post | | | 工作內容  Work | | | | | | 服務期間Period | | | | | 離職原因  Reason of resign | | | |
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| **語文能力與個人專長Language ability and skills** | | | | | | | | | | | | | | | | | | | | | | | |
| 語文Language | | 日文 | | 聽Listen |  | | 說Speak | | | |  | | 讀Read | | | |  | | 寫Write | | | |  |
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| 電腦Computer | | 中打 | | /分 | 英打 | | /分 | | | | 程式Programs | | |  | | | | | | | | | |
|  | | | | | | | | |
| 其他專長 | |  | | | | | | | | | | | | | | | | | | | | | |
| **自傳Autobiography** | | | | | | | | | | | | | | | | | | | | | | | |
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| **業務計畫Business plan** | | | | | | | | | | | | | | | | | | | | | | | |
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