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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 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **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 |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| 電腦Computer | 中打 |  /分 | 英打 |  /分 | 程式Programs |  |
|  |
| 其他專長 |  |
| **自傳Autobiography** |
|  |
| **業務計畫Business plan** |
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