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| 个人情况 | | | | | | | | | |
| **姓 名** |  | 籍贯/家庭住址 | | |  | | | |  |
| **性 别** |  | **身份证号** | | |  | | | |  |
| **政治面貌** |  | **联系电话及电子邮箱** | | |  | | | |  |
| 教育培训经历 | | | | | | | | | |
| **起止时间** | **毕业院校/培训机构** | | **专业名称** | | | | **学历/培训内容** | | |
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| 工作经历 | | | | | | | | | |
| **起止时间** | **工作单位名称** | **职务及工作内容** | | | | | | **直接领导名字及电话** | |
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| **专长及爱好** | 填写要详细 | | | | | | | | |
| **求职意向** |  | | | **意向工作区域** | |  | | | |
| **技能及认证** |  | | | | | | | | |
| **语言水平** |  | | | | | | | | |
| **计算机技能** | **Office办公软件**  熟练使用各类办公软件，对ppt等演示汇报工具操作熟练。 | | | | | | | | |
| **获奖证书** |  | | | | | | | | |