**个人简历模板**

**求职岗位： 姓名：**

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| **个人基本信息** | | | | | | | | | | | | |
| **英文名** | |  | | | **性别** | |  | | **出生年月** | |  | |
| **籍贯** | |  | | | **婚否** | |  | | **专业** | |  | |
| **学历** | |  | | | **英语等级** | |  | | **联系电话** | |  | |
| **E-mail** | | | |  | | | **本市住址** | | |  | | |
| **紧急联系人及联系电话** | | | |  | | | **身份证号** | | |  | | |
| **最快到岗时间** | | | |  | | | **期望薪资** | | |  | | |
| **在本公司是否有认识的人** | | | | **□有 □无** | | **姓 名** | |  | | **与本人关系** | |  |
| **教育经历** | | | | | | | | | | | | |
| **起止时间** | | | **学校名称** | | | | **主修专业** | | | **学位/证书** | | |
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| **工作经历** | | | | | | | | | | | | |
| **起止时间** | **公司名称** | | | | **担任职务** | | **证明人及联系方式** | | | **离职原因** | | |
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| **家庭成员** | | | | | | | | | | | | |
| **姓名** | **工作单位** | | | | **与本人关系** | | **职务** | | | **联系方式** | | |
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| **自我评价** |  | | | | | | | | | | | |