應徵公司/職位：

**制式履歷表(含自傳)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 一、基本資料 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓名 | 中文 | |  | | | | | 出生  日期 | | | 年月日 | | | | 身份證  字 號 | | |  | | |  | | |  |  | |  |  |  | |  | |  |  |  | | | | |
| 英文 | |  | | | | |
| 性別 | □男  □女 | | 籍貫 | | |  | | 血型 | | | □A □O  □B □AB | | | | 婚姻狀況 | | | | | | | | | | | | | | | | 電子信箱 | | | | | | | | |
| □未婚 □已婚 □其它 | | | | | | | | | | | | | | | |  | | | | | | | | |
| 戶籍地址 | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | 電話(H) | | | |  | | | | |
| 現在地址 | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | 手機 | | | |  | | | | |
| 兵役狀況 | | | □免役 □已役  □未役 □其他 | | | | | | | | 軍 種 | | |  | | | | | | | | | | | | 退伍日期 | | | | | 年 月 日 | | | | | | | | |
| 二、教育程度 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 學校名稱 | | | | | | | | | | | 科/系/所 | | | | 修業期間 | | | | | | | | | | | | | | | | | | | | 年制 | | 日夜 | | 畢肄 |
| 高中/職 | | | |  | | | | | | |  | | | | 自　　年　　月至　　年　　月 | | | | | | | | | | | | | | | | | | | |  | |  | |  |
| 大學 | | | |  | | | | | | |  | | | | 自　　年　　月至　　年　　月 | | | | | | | | | | | | | | | | | | | |  | |  | |  |
| 三、工作經歷 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 公司名稱/任職部門 | | | | | | | 職務/稱 | | | | 時 薪 | | 主管姓名/職稱 | | | | | | 服務期間 | | | | | | | | | | | | | | | | | | 離職原因 | | |
|  | | | | | | |  | | | |  | |  | | | | | | 自　　年　　月至　　年　　月 | | | | | | | | | | | | | | | | | |  | | |
| 四、專長訓練 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 訓練名稱 | | | | | | | | | | | 主辦單位 | | | | | | | | | 訓練時間 | | | | | | | | | | | 訓練時數 | | | | | | 證書 | | |
|  | | | | | | | | | | |  | | | | | | | | |  | | | | | | | | | | |  | | | | | | □有  □無 | | |
|  | | | | | | | | | | |  | | | | | | | | |  | | | | | | | | | | |  | | | | | | □有  □無 | | |
| 五、技能證照 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1  語  文  類 | 語 文 | | | | | | | | | | | | | | | 聽 | | | | | | | 說 | | | | | | | 讀 | | | | | | | | 寫 | |
| 語言種類:  證照名稱/分數等級: | | | | | | | | | | | | | | | □很好  □好  □可 | | | | | | | □很好  □好  □可 | | | | | | | □很好  □好  □可 | | | | | | | | □很好  □好  □可 | |
| 2  電  腦  類 | (1)系 統:  (2)作業環境:  (3)程式語言:  (4)應用軟體:  (5)其 它: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 3 其它技能/資格檢定(請分項說明) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 六、嗜好/興趣 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 七、家庭狀況 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 關 係 | | 姓 名 | | | | | | | 年 齡 | | | 職業 | | | | | 關 係 | | | | | 姓 名 | | | | | | | | | | 年 齡 | | | 職業 | | | | |
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| 八、推薦人 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓 名 | | | | | | | | | 服 務 機 關 / 職 稱 | | | | | | | | | | | | | 關係 | | | | | | | | | | 連 絡 電 話 | | | | | | | |
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| 九、其他資訊 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 緊急連絡人  (關係) | | | | |  | | | | | 地址 |  | | | | | | | | | | | | | | | | | | | | | | | | 電話 |  | | | |
| 可到職日期 | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 十、自傳 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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十一、在以往的求學過程或工作經驗所參與的活動/競賽/專案中，(1)在哪些方面的能力表現較為優秀? (2)哪些方面的能力較弱仍有待加強？

十二、客觀評估自己的性格，(1)哪些方面是優點？(2)哪些方面是缺點？

十三、在以往的求學過程或工作經驗中，自認滿意、最有成就感的幾項活動/競賽/專案/其它成果?

十四、針對目前所應徵的工作，期望的工作內容為何？而希望在此份工作中，得到哪些進步或學習的機會？

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填寫日期：