**個人簡歷與自傳**

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| **基本資料** | 中文姓名 | |  | | | | | | | | | 請貼附近半年內二吋 正面脫帽照片  （請勿繳交生活照） | |
| 英文姓名 | |  | | | | | | | | |
| 出生日期 | |  | | | | | 性別 | | □男 □女 | |
| 身份證字號/  居留證號 | |  | | | | | | | | |
| 聯絡資訊 | | 手機 |  | | | | | | | |
| E-mail |  | | | | | | | |
| 戶籍地址 | |  | | | | | | 電話 | (住家) | | | |
| 通訊地址 | |  | | | | | | 電話 | (宿舍) | | | |
| 緊急聯絡人 | | 姓名 |  | | | | | 關係 |  | | | |
| 電話 |  | | | | | 手機 |  | | | |
| E-mail |  | | | | | | | | | |
| **學經歷** | 學歷 | | 就讀學校 / 科系 | | | | | | 就讀期間 | | | | |
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| 工作經歷  （含社團經歷） | | 職稱 | | 起訖期間 | | | | 工作內容概述 | | | | |
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| **個人能力** | 語言能力 |  | 聽 | | | 說 | | | 讀 | | | | 寫 |
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| 語言能力檢定 | | □TOEFL：\_\_\_\_\_\_\_\_\_\_\_\_ | | | | □IELTS：\_\_\_\_\_\_\_\_\_\_\_\_ | | | | □TOEIC：\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| □其他 ：\_\_\_\_\_\_\_\_\_\_\_\_ （請註明考試名稱與分數） | | | | | | | | | | |
| 電腦技能 | | \_\_\_\_\_\_\_\_輸入法\_\_\_\_\_\_\_字/分鐘、\_\_\_\_\_\_\_\_輸入法\_\_\_\_\_\_\_字/分鐘 | | | | | | | | | | |
| □ WORD  □ EXCEL  □ POWERPOINT  □其他　\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
| 其他證照 | |  | | | | | | | | | | |
| **自傳：**(包括家庭現況、工作/社團經歷、應徵動機、自我期許等)  **求學過程**    **工讀經歷**    **社團經歷**    **競爭優勢**    **工作動機** | | | | | | | | | | | | | |