附件：

**通富弘业有限责任公司**

**求职简历表**

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| **个人基本简历** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **姓名** |  | | | | | | | | **性别** | | | |  | | | **出生年月** | | | | | | | |  | | | | | | | | **民族** | | |  | |  | |
| **籍贯** |  | | | | | **全日制学历** | | | | | | |  | | | | | | **毕业院校及专业** | | | | | | | |  | | | | | | | | | |
| **政治面貌** |  | | | | **血型** | |  | | | | **最高**  **学历** | | |  | | | | | | | **毕业学校及专业** | | | | | | | |  | | | | | | | |
| **身高** |  | | | | **婚姻**  **状况** | | | **□未婚**  **□已婚未育**  **□已婚已育**  **□离异** | | | | | | | | **身份证号** | | | | | | | | |  | | | | | | | | | | | |
| **求职意向及自我评价** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **应聘职位** | |  | | | | | | | | | | **期望月薪** | | | | | | | |  | | | | | | | **期望工作地点** | | | | | | | | |  | | |
| **求职类型** | | **□** 全职 兼职  学校教育质量及学生综合素质都较强且能吃苦耐劳 | | | | | | | | | | | | | | | | | | **可到职日期** | | | | | | | | | | | | |  | | | | | |
| **是否服从职位调剂** | | 是 **□** 否**□** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **教育背景（从高中填起）** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **时间** | | | | **学校名称** | | | | | | | | | | | | | | | | | | | **证明人** | | | | | | | **职务** | | | | | | **联系方式** | | |
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| **工作经历** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **时间** | | **公司名称** | | | | | | | | | | | | | **所在部门** | | | | | | | **职务** | | | | | | | | | **证明人及职务** | | | | | | | **联系方式** |
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| **个人工作能力及专长** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **获奖情况** | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **执业资格证（职称）证书情况** | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **个人特长** | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **个人突出表现** | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **普通话水平** | |  | | | | | | | | **英语水平** | | | | | | |  | | | | | | | | | **其他语言** | | | | | | | |  | | | | |
| **自我评价** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **个人联系方式** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **通讯地址** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **邮政编码** | | |  | | | | | | | | | | | | | | | **联系电话** | | | | | | | | | |  | | | | | | | | | | |
| **固定电话** | | |  | | | | | | | | | | | | | | | **手 机** | | | | | | | | | |  | | | | | | | | | | |
| **Q Q** | | |  | | | | | | | | | | | | | | | **E-Mail** | | | | | | | | | |  | | | | | | | | | | |

**填写报名表有关注意事项**

（一）填报的各项内容必须真实、全面、准确，考生要保证报名信息的真实性和完整性。

（二）照片要求：近期免冠正面2寸彩色照片，蓝色背景，无边框；头像居中，约占照片尺寸2/3：JPG格式，不少于626×413像素。

（三）所填“联系电话”应能保证随时联系。

（四）“通讯地址”须写明本人所在单位或家庭所在省、市的具体地（住）址及邮编。

（五）个人简历，主要包括：

1.“教育背景经历”：（1）时间要具体到月份；（2）时间：从高中填起；（3）并在各个学习阶段注明所获学历和学位。

2.“工作经历”：（1）时间要具体到月份；（2）注明自己在每个工作阶段的岗位或身份。

3.“学习经历”、“工作经历”必须完整、连续，不得出现空白时间段，有待业经历的应写明起止时间。

4.在职学习的经历，务必注明“在职学习”；兼职工作的经历，务必注明“兼职”。

5.在职人员的学历学位，须为已经取得的学历学位。