**履歷表RESUME**

凡標註\*號則為非必填欄位，您可視需求填寫。

1. **基本資料PROFILE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 中文姓名  Chinese name |  | \*英文姓名  English name |  | \*照片  Picture |
| \*性別  Gender |  | \*出生年份  Year of birth |  |
| 聯絡電話  Tel(Home) |  | 手機  Mobile |  |
| \*LINE ID or  WeChat ID |  | | |
| 聯絡地址  Present Address |  | | |
| 電子郵件  E-mail |  | | | |

1. **學歷EDUCATIONS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 學校名稱  Name of school | 科系所  Major | 入學年月  Joined Y/M | 離校年月  Left Y/M | 學位  Degree | 就讀城市  City | 是否畢業  (Y/N) |
| 最高  Highest |  |  |  |  |  |  |  |
| 次高  Second |  |  |  |  |  |  |  |

1. **專業技能SKILLS (包含電腦技能或程式語言)**

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1. **語文能力LANGUAGES**

請填寫各語言的聽/說/讀/寫能力：略懂Notions、普通Average、良好Good、精通Excellent。

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 語文 | 聽Listening | 說Speaking | 讀Comprehensive | 寫Writing |
|  |  |  |  |  |
|  |  |  |  |  |

1. **專業證照或訓練LICENSE/CERTIFICATION/TRAINING**

|  |  |
| --- | --- |
| 取得年份  Obtained year | 活動名稱/舉辦方/證書/證號  Obtained certification |
|  |  |
|  |  |
|  |  |

1. **工作經驗EMPLOYMENT HISTORY (從最近的工作開始寫起，格式不足請自行複製使用)**

|  |  |  |  |
| --- | --- | --- | --- |
| 公司名稱  Company |  | 公司業務性質  Nature of business |  |
| 公司總人數  No. of Employees in Company |  | 工作地點  City |  |
| 到職年月  Joined YYYY/MM |  | 離職年月  Left YYYY/MM |  |
| 部門名稱  Name of your dept. |  | 職稱  Job title |  |
| 帶領屬下人數  No. of your subordinates |  | 直屬上司職稱  Reporting to (title) |  |
| 月薪  Monthly salary |  | 年薪  Annually salary |  |
| 離職原因  Reasons for leaving |  | | |
| 工作職責/主要貢獻Job duties/Major achievements | | | |
|  | | | |

**自傳AUTOBIOGRAPHY**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **應徵資訊Application information** | | | | | | | | | | | | | | | | | |
| 應徵職務  Position applied for | | 1. |  | | | | | | 2. | |  | | | | 3. | |  |
| 希望工作地  Location preferred | | 1. |  | | | | | | 2. | |  | | | | 3. | |  |
| 期望待遇  Expected salary | | 月薪：  Monthly salary | | |  | | | | | | | | 年薪：  Annually salary | | |  | |
| **小P推薦資訊 Partner information** | | | | | | | | | | | | | | | | | |
| 您是否有推薦者(Partner)？ | | | | □ | | 是 | ； | □ | | 否 | |  | | | | | |
| 推薦者姓名  Name |  | | | | | | | | | 推薦者手機  Mobile | | | |  | | | |

* 本人確認提供的所有書面及口頭資料、數據等皆正確無誤，絕無虛假。
* 本人同意經堤亞介紹至特定公司求職的一年內，如經該公司雇用，必先知會堤亞人才管理顧問有限公司。
* 如有任何疑問、緊急事件反應或申訴需求，歡迎來電(06)295-5916或e-mail至堤亞信箱：TN@talentnetting.com。

日期： 簽名：