

# Personal Resume

## Basic Data

Name		Date of birth	
Age		Height	
Birthplace		Tel	
E-mail		Address	



## Education Background

Work time: \_\_\_\_\_ Graduated school: \_\_\_\_\_ Major: \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_

## Academic Achievements

◆ \_\_\_\_\_

◆ \_\_\_\_\_

## Work Experience

Work time: \_\_\_\_\_ Department: \_\_\_\_\_ Position: \_\_\_\_\_

Job responsibilities:

- \_\_\_\_\_
- \_\_\_\_\_

Work time: \_\_\_\_\_ Department: \_\_\_\_\_ Position: \_\_\_\_\_

Job responsibilities:

- \_\_\_\_\_
- \_\_\_\_\_

Work time: \_\_\_\_\_ Department: \_\_\_\_\_ Position: \_\_\_\_\_

Job responsibilities:

- \_\_\_\_\_
- \_\_\_\_\_

## Skills and Abilities

Main ability:

- \_\_\_\_\_
- \_\_\_\_\_

Other ability:

- \_\_\_\_\_
- \_\_\_\_\_