**이 력 서**

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|  | **성 명** |  | **E-Mail** |  |
| **생년월일** |  | **가족관계** |  |
| **주소** |  | **결혼여부** |  |
| **핸드폰** |  | **비상연락처** |  |

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| **학력** | **입학년도** | **졸업년도** | **학교명** | **전공** | **졸업구분** | **성적** | **소재지** |
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| **경력** | **근무기간** | **직장명** | **직위** | **담당업무** | **사직사유** |
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| **어학** | **언어** |  | **시험명** |  | **점수** |  | **유효기간** |  |
| **언어** |  | **시험명** |  | **점수** |  | **유효기간** |  |

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| **직무**  **능력** | **등 급** | **(전문) 10 – 9 – 8 – 7 – 6 – 5 – 4 – 3 – 2 - 1 (미숙)** |
| **워드 (MS WORD)** |  |
| **스프레드시트(엑셀)** |  |
| **파워포인트(PPT)** |  |
| **SAP** |  |
| **Photoshop** |  |
| **기타 ()** |  |

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| **자격**  **사항** | **취득일** | **자격명** | **등급** | **유효기간** | **비고** |
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| **시상**  **여부** | **공모전명** | **주최사** | **공모일** | **시상명** | **비고** |
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| **경력기술서** |  |

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| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **가**  **족**  **사**  **항** | **관계** | **성 명** | **연령** | **직 장 명** | **동거여부** | **신**  **체**  **사**  **항** | **신장** |  | |  |  |  |  |  | **체중** |  | |  |  |  |  |  | **취미/특기** |  | |  |  |  |  |  | **시력** |  | |  |  |  |  |  | **종교** |  |   **자 기 소 개 서** | |
| **성**  **장**  **과**  **정** |  |
|  | |
| **성**  **격**  **의**  **장**  **단**  **점** |  |
|  | |
| **주**  **요**  **경**  **력**  **사**  **항** |  |
|  | |
| **지**  **원**  **동**  **기** |  |
|  | |
| **입**  **사**  **후**  **포**  **부** |  |