**个人简历**

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| 姓名 |  | 性别 |  | | 出生年月 |  | 政治 面貌 |  | 照片 |
| 高学历 |  | | 毕业院校 | |  | | 是否服兵役 |  |
| 身份证号码 |  | | | | | | | |
| 家庭住址 |  | | | | | | 联系 电话 |  | |
| 户籍所在地 |  | | 籍贯 | |  | | 身体 状况 |  | |
| 驾照类型 |  | | 现工作  单位 | |  | | | | |
| 学习经历 | 起止日期 | | 学校及获得的证书名称 | | | | | | |
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| 工作经历 | 起止日期 | | 单位名称及所从事工作、职务职称 | | | | | | |
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| 期望薪资 |  | | | | | | | | |
| 个人技能 | 电脑操作 | | | 熟练□ 良好□ 一般□ | | | | | |
| 公文写作 | | | 熟练□ 良好□ 一般□ | | | | | |
| 个人特长 |  | | | | | | | | |
| 备注： |  | | | | | | | | |