**企業實習　履歷表**

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| 姓名： | | 生日： 年 月 日 | | | | | 性別： □ 男 □ 女 | | | | 2吋照片 | |
| 行動電話： | | | | 身分證字號： | | | | | | |
| Email： | | | | | | | | | | |
| 通訊地址： | | | | | | | | | | |
| **評估自己的能力** | | | **出色** | | **一般以上** | | | **一般** | **一般以下** | | | **低劣** |
| 跟人溝通的能力 | | |  | |  | | |  |  | | |  |
| 處理人際關係的能力 | | |  | |  | | |  |  | | |  |
| 跟人融洽相處的能力 | | |  | |  | | |  |  | | |  |
| 管理時間的能力 | | |  | |  | | |  |  | | |  |
| 道德及專業操守 | | |  | |  | | |  |  | | |  |
| 處理資料和數據的能力 | | |  | |  | | |  |  | | |  |
| 制成目標和達成目標的能力 | | |  | |  | | |  |  | | |  |
| 獨立自主 | | |  | |  | | |  |  | | |  |
| **社團或工作經歷：** | | | | | | | | | | | | |
| 社團或公司名稱 | | 職位 | | | 期間 | | | 實際所學 | | | | |
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| **興趣與專長：** | | | | | | **專業證照：** | | | | | | |
| 1. | 4. | | | | | 1. | | | | 4. | | |
| 2. | 5. | | | | | 2. | | | | 5. | | |
| 3. | 6. | | | | | 3. | | | | 6. | | |
| **自傳：**(約500字左右) | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **期待學習或培養的能力：** | | | | | | | | | | | | |
| 1. | | | | | | 6. | | | | | | |
| 2. | | | | | | 7. | | | | | | |
| 3. | | | | | | 8. | | | | | | |
| 4. | | | | | | 9. | | | | | | |
| 5. | | | | | | 10. | | | | | | |