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|  | **성명** | **한글)** | **생년월일** |  |
| **영문)** | **연락처** |  |
| **E-mail** |  | **휴대폰번호** |  |
| **주소(거주지)** |  | | |

**입 사 지 원 서**

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| **학력사항** | **기간** | **학교명** | **학과(전공)** | **소재지** |
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| **경력사항** | **기간** | **회사명** | **업무/직책** | **퇴사사유** |
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| **어학 능력 사항** | | **자격증 소지사항** | |
| **영어** |  | **발급기관** | **자격증 사항** |
| **일어** |  |  |  |
| **중국어** |  |  |  |
| **기타** |  |  |  |

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| **해외 연수 및 기타 교육 사항** | |
| **기간 및**  **내용** |  |
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| **가족사항** | **관계** | **성명** | **나이** | **직업** | **신체사항** | |
|  |  |  |  | **신장** | **Cm** |
|  |  |  |  | **체중** | **Kg** |
|  |  |  |  | **시력** | **좌 / 우** |
|  |  |  |  | **혈액형** | **형** |
|  |  |  |  | **결혼관계** | **미혼 / 기혼** |
|  |  |  |  | **병역** | **군필 / 미필** |

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| **어학 및 컴퓨터 활용 능력** | | | | | | | | |
| **Word** | **Hwp** | **Excel** | **PPT** | **TOEIC** | **TOEFL** | **JPT** | **HSK** | **기타** |
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**자 기 소 개 서**

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| **성장과정** |  |
| **성격의 장단점** |  |
| **경력사항** |  |
| **지원동기** |  |
| **입사 후 포부** |  |