**亞洲大學醫學檢驗暨生物技術學系**

文件編號：PE-A01

機密等級：普通

版本：1

**約聘僱行政助理履歷表**

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| **個 人 資 料** | | | | | | | | | | | | | | | | | | | | |
| **姓 名** |  | | | | | **出生日期** | | | | | | 年 月 日 | | | | | | 照  片 | | |
| **身 分 證**  **字 號** |  | | | | | | | | | **婚姻** | |  | 性別 | | |  | |
| **學歷** | 大  學 | |  | | | | | | | **系**  **所** | |  | | | | 畢業年月 |  |
| 碩  士 | |  | | | | | | | **系**  **所** | |  | | | | 畢業年月 |  |
| **聯絡電話** | (O)： (H)： ( 手機 )： | | | | | | | | | | | | | | | | | | | |
| **電子郵件** |  | | | | | | | | | | | | | | | | | | | |
| **聯絡地址** |  | | | | | | | | | | | | | | | | | | | |
| **駕照** |  | | | | | | | | | | | | | | | | | | | |
| **工 作 經 歷** | | | | | | | | | | | | | | | | | | | | |
| **服 務 單 位** | | | | **職 稱** | | | **職 務 內 容** | | | | | | **起 訖 年 月** | | | | | | | **離 職 原 因** |
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| **專 長 及 興 趣** | | | | | | | | | | | | | | | | | | | | |
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| **資 訊 能 力 與 相 關 證 照 說 明** | | | | | | | | | | | | | | | | | | | | |
| **資 訊 類 別** | | | | **擅 長 軟 體** | | | | | | | | | | | **相 關 證 照 說 明** | | | | | |
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| **語 言 能 力 與 相 關 檢 定 說 明** | | | | | | | | | | | | | | | | | | | | |
| **語 文 種 類** | | | | | **聽/說** | | | **讀/寫** | | | **相 關 檢 定 說 明** | | | | | | | | | |
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| **自 傳** | | | | | | | | | | | | | | | | | | | | |
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