**이 력 서**



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|  | **성 명** | **홍 길 동** | **E-Mail** |  |
| **생년월일** | **0000.00.00** |
| **주소** |  |
| **핸드폰** | **010-3000-2000** | **비상연락처** |  |

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| **학력** | **입학년도** | **졸업년도** | **학교명** | **전공** | **졸업구분** | **소재지** |
| **20XX.XX** | **20XX.XX** | **○○ 대학교** | **비서행정** | **졸업** | **서울** |
| **20XX.XX** | **20XX.XX** | **○○고등학교** | **인문** | **졸업** | **수원** |
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| **경력** | **근무기간** | **직장명** | **직위** | **담당업무** | **사직사유** |
| **20XX.XX ~ 20XX.XX** | **(최근 경력순으로)** |  |  |  |
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| **어학** | **언어** |  | **시험명** |  | **점수** |  | **유효기간** |  |
| **언어** |  | **시험명** |  | **점수** |  | **유효기간** |  |

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| **직무****능력** | **구 분** | **(전문) 10 – 9 – 8 – 7 – 6 – 5 – 4 – 3 – 2 - 1 (미숙)** |
| **워드 (MS WORD)** |  |
| **스프레드시트(엑셀)** |  |
| **파워포인트(PPT)** |  |
| **Photoshop** |  |
| **illustrator** |  |
| **Indesign** |  |
| **Primier** |  |
| **After effects** |  |
| **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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| **기타****참고****사항** | **※직무를 위한 참고사항으로 자율적으로 작성 바랍니다.** **(경력사항/활동사항 중심으로 상세히 기재, 형식 제한없음)** |