＜履歴書様式＞

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| **履歴書** | | | | | | | | | | | | | | | | | | | | | | 志望企業 | | |  | |
| 希望業務 | | |  | |
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|  | | |  | | 氏名 | | | | | | | | | ふりがな | | |  | | | | | 区分 | | 新卒 | | 経歴 |
|  | | | | | | | | E-mail | |  | | |
| 生年月日 | | | | | | | | | 年　　月　　日(　　歳) | | | | | | | | 電話 | |  | | |
| ふりがな | | | | | | | | |  | | | | | | | | | | | | |
| 現住所 | | | | | | | | |  | | | | | | | | | | | | |
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| 学歴 | 在学期間 | | | | | | | | 学校名 | | | | | | | | | | 卒業区分 | | 専攻 | | | 所在地 | | 平点 |
|  | | | | | | | | 高等学校 | | | | | | | | | |  | |  | | |  | |  |
|  | | | | | | | | 大学校 | | | | | | | | | |  | |  | | |  | |  |
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| 経歴 | 勤務期間 | | | | | | | | | 社名 | | | | | | | | | | | 担当業務 | | | | | |
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| 外国語 | 種類 | | | 等級/点数 | | | | 取得日時 | | | | | | | 会話能力 | | | | 海外研修  及び  教育修了 | | 内容 | | | 期間 | | |
|  | | |  | | | |  | | | | | | | 上·中·下 | | | |  | | |  | | |
|  | | |  | | | |  | | | | | | | 上·中·下 | | | |  | | |  | | |
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| OA能力 | OA | | | | | | 上 | 中 | | | 下 | | 資格  及び  免許 | | | | | 資格名 | | | 取得日時 | | 発行先 | | | |
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| 兵役事項 | 区分 | | | | | | | | | | | 服務期間 | | | | | | | | 軍別 | 階級 | 兵科 | | 免除事由 | | |
| 畢 | 未畢 | | | 免除 | 非対象 | | | | | |  | | | | | | | |  |  |  | |  | | |
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| 家族事項 | 関係 | | | | 氏名 | | | | | | | | | | | 職業 | | | | | 勤務先 | | | | | 同居 |
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| **自己紹介書** | |
| **成長過程**  **及び**  **社内外活動** |  |
| **性格**  (長所・短所) |  |
| **職務経験**  (新卒の場合職業観) |  |
| **志願動機**  **及び**  **将来計画** |  |

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| **職務経歴書**  (最近の経歴から記入) | | | | |
| **1. 社名:** | | | | (在職期間: ) |
| 事業内容: | | | | |
| 売上高: | | | 従業員数: | |
| **在職期間** | **部署名/職位** | **業務内容(詳細に記入)** | | |
|  |  |  | | |
|  | | | | |
| **２. 社名:** | | | | (在職期間: ) |
| 事業内容: | | | | |
| 売上高: | | | 従業員数: | |
| **在職期間** | **部署名/職位** | **業務内容(詳細に記入)** | | |
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