**简历定制信息采集表**

**填写需知**

1. **由于简历是私人定制，需要您尽可能一次性提供完整信息，初稿完成后，后续再增加或减少信息需要额外计费，您提供的素材越具体越详实，对您的工作申请越有利。**
2. **初稿未完成的一周内或者稿件没有定稿前，我们提供在原稿件基础上不限次数的修改润色。**

**三、因为本信息问卷是通用型的，所以有些项目可能不适合您填写，这些项目则不用填写，尽量填写即可。**

**四、当您填写相关信息时，如果预留空间不够，请自行添加，保证您提供信息的完整。**

**五、确认阅读并同意以上信息无异议后，可开始填写表格，完成后发在讨论组中即可。**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **姓名** |  | | | **出生日期** | | | | |  | | **政治面貌** | | | |  |  | |
| **性别** |  | | | **移动电话** | | | | |  | | **住址** | | | |  |  | |
| **籍贯** |  | | | **email** | | | | |  | | | | | | |  | |
| **二、求职意向** | | | | | |  | | | |  | | |  | | |  | |
| **真实意愿（公司/职位）** | | | |  | | | | | | | | | | | |  | |
| **是否与专业一致 （是/否）** | | | |  | | | | | | | | | | | |  | |
| **是否喜欢所学专业（是/否）** | | | |  | | | | | **不喜欢的理由** | |  | | | | |  | |
| **三、教育背景** | | | |  | | | | |  | |  | |  | | |  | |
|  | | | | | | | | | | | | | | | |  | |
| **入学时间** |  | | | | | | | | **毕业时间** | |  | | | | |  | |
| **毕业院校** |  | | | | | | | | **专业** | |  | | | | |  | |
| **核心课程** |  | | | | | | | | | | | | | | |  | |
| **绩点** |  | | | **平均分** | | | | |  | | **排名** | | | |  |  | |
| **研究生（或以上学历）** | | | | | | | | | | | | | | | |  | |
| **入学时间** |  | | | | | | | | **毕业时间** | |  | | | | |  | |
| **毕业院校** |  | | | | | | | | **专业** | |  | | | | |  | |
| **核心课程** |  | | | | | | | | | | | | | | |  | |
| **绩点** |  | | | **平均分** | | | | |  | | **排名** | | | |  |  | |
| **四、工作经历（时间上倒叙排列）** | | | | | |  | | | |  | | |  | | |  | |
| **公司名称** |  | | | | | | | | | **职位** | | |  | | |  | |
| **开始时间** |  | | | | | **结束时间** | | | |  | | | | | |  | |
| **工作内容** | **（下面格内按条写）** | | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | |  | |
| **公司名称** |  | | | | | | | | | **职位** | | |  | | |  | |
| **开始时间** |  | | | | | **结束时间** | | | |  | | | | | |  | |
| **工作内容** | **（下面格内按条写）** | | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | |  | |
| **公司名称** |  | | | | | | | | | **职位** | | | |  | |  | |
| **开始时间** |  | | | | **结束时间** | | | | |  | | | | | |  | |
| **工作内容** | **（下面格内按条写）** | | | | | | | | | | | | | | |  | |
| **1、** | | | | | | | | | | | | | | | |  | |
| **2、** | | | | | | | | | | | | | | | |  | |
| **3、** | | | | | | | | | | | | | | | |  | |
| **五、校园经历（时间上倒叙排列）** | |  | | | | | | | |  | | | |  | |  | |
| **组织名称** |  | | | | | | | | | **职位** | | | |  | |  | |
| **开始时间** |  | | | | **结束时间** | | | | |  | | | | | |  | |
| **工作内容** | **（下面格内按条写）** | | | | | | | | | | | | | | |  | |
| **1、** | | | | | | | | | | | | | | | |  | |
| **2、** | | | | | | | | | | | | | | | |  | |
| **3、** | | | | | | | | | | | | | | | |  | |
| **组织名称** |  | | | | | | | | | **职位** | | | |  | |  | |
| **开始时间** |  | | | | **结束时间** | | | | |  | | | | | |  | |
| **工作内容** | **（下面格内按条写）** | | | | | | | | | | | | | | |  | |
| **1、** | | | | | | | | | | | | | | | |  | |
| **2、** | | | | | | | | | | | | | | | |  | |
| **3、** | | | | | | | | | | | | | | | |  | |
| **组织名称** |  | | | | | | | | | **职位** | | | |  | |  | |
| **开始时间** |  | | | | **结束时间** | | | | |  | | | | | |  | |
| **工作内容** | **（下面格内按条写）** | | | | | | | | | | | | | | |  | |
| **1、** | | | | | | | | | | | | | | | |  | |
| **2、** | | | | | | | | | | | | | | | |  | |
| **3、** | | | | | | | | | | | | | | | |  | |
| **六、奖励及荣誉（时间上倒叙排列，尽量写上获得比例或者人数、奖项级别）** | | | | | | | | | | | | | | | |  | |
| **时间** |  | | | | **获得荣誉** | | |  | | | | | | | |  | |
| **时间** |  | | | | **获得荣誉** | | |  | | | | | | | |  | |
| **时间** |  | | | | **获得荣誉** | | |  | | | | | | | |  | |
| **时间** |  | | | | **获得荣誉** | | |  | | | | | | | |  | |
| **七、考取证书** | | | | | | | | | | | | | | | |  |  | |
| **英语四级分数** | | |  | | | | **英语六级分数** | | | | |  | | | |  |  | |
| **计算机级别** | | |  | | | | **职业资格** | | | | |  | | | |  |  | |
| **驾照** | | |  | | | | **普通话** | | | | |  | | | |  | |
| **其他** | | |  | | | | | | | | | | | | |  | |
| **八、兴趣爱好** | | | | | | | | | | | | | | | |  | |
| **示例：钢琴十级；爱好骑行，独自骑行15个城市；读书（每月阅读4本经管类图书）** | | | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | |  | |
| **九、自我评价** | | | | | | | | | | | | | | | |  | |
| **示例：** | | | | | | | | | | | | | | | |  | |
| **1、**  **2、**  **3、** | | | | | | | | | | | | | | | |  | |