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| **个人基本信息** | | | | | | | | | | |
| **应聘岗位** | □综合事务办公室助理岗 □本科生教育办公室教学秘书岗  □研究生教育办公室教学秘书岗 □专硕教育中心教学秘书岗 | | | | | | | | | |
| **姓名** |  | **性别** |  | | **民族** |  | **出生日期** |  | | **照**  **片** |
| **籍贯** |  | **婚姻状况** | | |  | | **政治面貌** |  | |
| **第一学历** |  | | | | | | **毕业时间** |  | |
| **最高学历** |  | | | | | | **毕业时间** |  | |
| **计算机水平** |  | | | | | | **外语语种及水平** |  | | |
| **爱好特长** |  | | | | | | | | | |
| **联系地址** |  | | | | | | | **联系电话** |  | |
| **教育背景（从高中填起）** | | | | | | | | | | |
| **起止年月** | **学校名称** | | | | | **专业** | | **担任职务** | | |
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| **工作经历（应届毕业生可填写实习经历）** | | | | | | | | | | |
| **起止年月** | **单位** | | | **担任职务** | | | **主要职责** | | | |
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| **主要荣誉或科研成果** |  | | | | | | | | | |
| **社会工作及实践经历** |  | | | | | | | | | |
| **对拟报岗位的工作认识** |  | | | | | | | | | |
| **本人承诺及签名** | **本人承诺所填写各项信息和所提交相关材料真实。**  **签名：**  **年 月 日** | | | | | | | | | |