毕业生应聘简历模板

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| **个人信息** | **姓名** |  | | | | **性别** | | | | | | |  | | | | | 照 片  (粘贴或打印) | |
| **出生年月** |  | | | | **籍贯(省)** | | | | | | |  | | | | |
| **民族** |  | | | | **生源地（省）** | | | | | | |  | | | | |
| **政治面貌** |  | | | | **婚姻状况** | | | | | | |  | | | | |
| **毕业院校** |  | | | | **毕业时间** | | | | | | |  | | | | |
| **在读学历** |  | | | | **专业** | | | | | | |  | | | | |
| **研究方向** |  | | | | **导师姓名** | | | | | | |  | | | | |
| **户口所在地** | （请填写户口所在地详细地址） | | | | | | | | | | | | | | | | | |
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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **联系方式** | **手机** |  | **电子邮箱** |  | | **其他联系电话** |  | | | | | | | | | | | | | | | | | | | | | | |
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| **教育经历**  **（从高中填起）** | **时间（年、月）** | **学校名称** | | | | | **学历** | | | | **专业** | | | | | | | **是否保送** | |
|  |  | | | | | 高中 | | | | （高中不填） | | | | | | |  | |
|  |  | | | | | 本科 | | | |  | | | | | | |  | |
|  |  | | | | | 硕士 | | | |  | | | | | | |  | |
|  |  | | | | | 博士 | | | |  | | | | | | |  | |
| **工作经历**  **（实习或兼职不填）** | **时间（年、月）** | **工作单位名称** | | | | | | | | | | | **职位** | | | | | | |
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| **学习情况** | **本科期间** | 所学主要课程 | | |  | | | | | | | | | | | | | | |
| 有无挂科或补考 | | | □无 □有，具体科目：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | |
| 专业排名情况 | | | 本科第一年 | | | | | 本人排名： 总人数： | | | | | | | | | |
| 本科第二年 | | | | | 本人排名： 总人数： | | | | | | | | | |
| 本科第三年 | | | | | 本人排名： 总人数： | | | | | | | | | |
| **（排名根据学校/院系公布的结果填写）** | | | | | | | | | | | | | | | | | | |
| **硕士期间** | 所学主要课程 | | |  | | | | | | | | | | | | | | |
| 研究方向 | | |  | | | | | | | | | | | | | | |
| 有无挂科或补考 | | | □无 □有，具体科目：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | |
| 专业排名情况 | | | 硕士第一年 | | | | | 本人排名： 总人数： | | | | | | | | | |
| 硕士第二年 | | | | | 本人排名： 总人数： | | | | | | | | | |
| **（排名根据学校/院系公布的结果填写）** | | | | | | | | | | | | | | | | | | |
| **博士期间** | 所学主要课程 | | |  | | | | | | | | | | | | | | |
| 研究方向 | | |  | | | | | | | | | | | | | | |
| 有无挂科或补考 | | | □无 □有，具体科目：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | |
| **毕业论文情况简介**  **（题目和主要内容）** |  | | | | | | | | | | | | | | | | | | |
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| **外语水平** | **英语** | | | | | | | | | | | | | | | | **其他外语（如有）** | | |
| 英语语言能力描述： | | | | | | | | | | | | | | | | 其他外语语言能力描述： | | |
| **CET4分数：**  **通过时间:** | | **CET6分数：**  **通过时间:** | | | | | **其他英语测试（如有）:** | | | | | | | | |
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| **计算机**  **水平** | **资格证书** | **专业软件** | | | | | | | | | | | | **其他常用软件** | | | | | |
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| **科研情况**  **参与项目** | **项目名称** | | | **项目来源** | | | | | **时间** | | | **本人具体工作** | | | | | | | |
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| **发表论文** | **文章题目** | | | | | | **期刊名称** | | | | | | | | | **发表时间** | | | **本人排名** |
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| **获奖情况** | **获奖时间** | **荣誉名称** | | | | | | | | | | | | | **授奖单位** | | | | |
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| **业余爱好** |  | | | | | | | | | | | | | | | | | | |
| **特 长** |  | | | | | | | | | | | | | | | | | | |
| **在校期间所担任职务及任职时间** |  | | | | | | | | | | | | | | | | | | |
| **实习及**  **实践情况** |  | | | | | | | | | | | | | | | | | | |
| **何时何地受过何种处分** |  | | | | | | | | | | | | | | | | | | |
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| **自我评价** |  | | | | | | | | | | | | | | | | | | |
| **真实性**  **承诺** | 本人对上述内容及全部附件材料进行了检查，对其客观性和真实性负责。  **应聘者签字：**  时间： 年 月 日 | | | | | | | | | | | | | | | | | | |

说明：

1.以上是中海油研究总院要求应聘者简历中必须填写的内容，其他内容（包括但不限于封面、装订方式、页眉页脚、教授推荐意见、其他需要陈述的事项及应聘者本人特点等），我单位不对格式作要求，应聘者可根据自己的需要进行增加和修饰。

2.校园招聘时必须使用以上表格投递简历，且由毕业生本人在“应聘者签字”一栏签署名字；

3.提交以上简历的同时，请提交以下复印件（在线投递简历的要提交扫描件）：

（1）迄今为止已取得的学历和学位证书；

（2）本科、硕士、博士期间成绩单；

（3）国家四级和六级证书；

4.面试时须携带以上证件和成绩单原件及其他计算机、获奖证书原件。

5.为节约成本，所有材料都可双面打印或复印，并建议使用黑白打印；照片粘贴或打印皆可。