職 務 経 歴 書

201XX 年 XX 月 XX 日現在

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◆ 職務経歴要約

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◆ 職務経歴

20XX 年 XX 月	株式会社〇〇〇〇入社
	〇〇部〇〇課に配属
20XX 年 XX 月	〇〇部〇〇課に異動
	係長に昇格
20XX 年 XX 月	株式会社〇〇〇〇退職

◆ 職務内容

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◆ 保有資格

XXXX 年 XX 月 XXXXXX を取得
XXXX 年 XX 月 XXXXXX に合格

◆ PC スキル

◆ 自己 PR

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以上