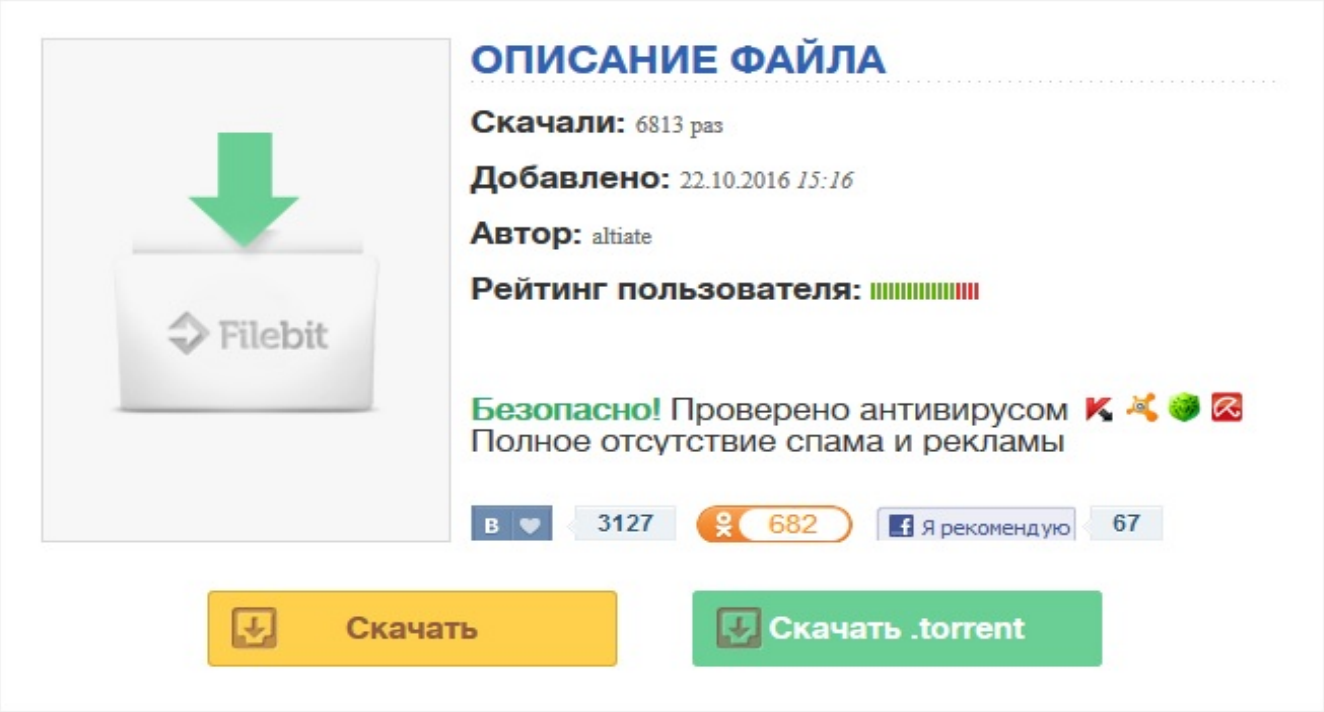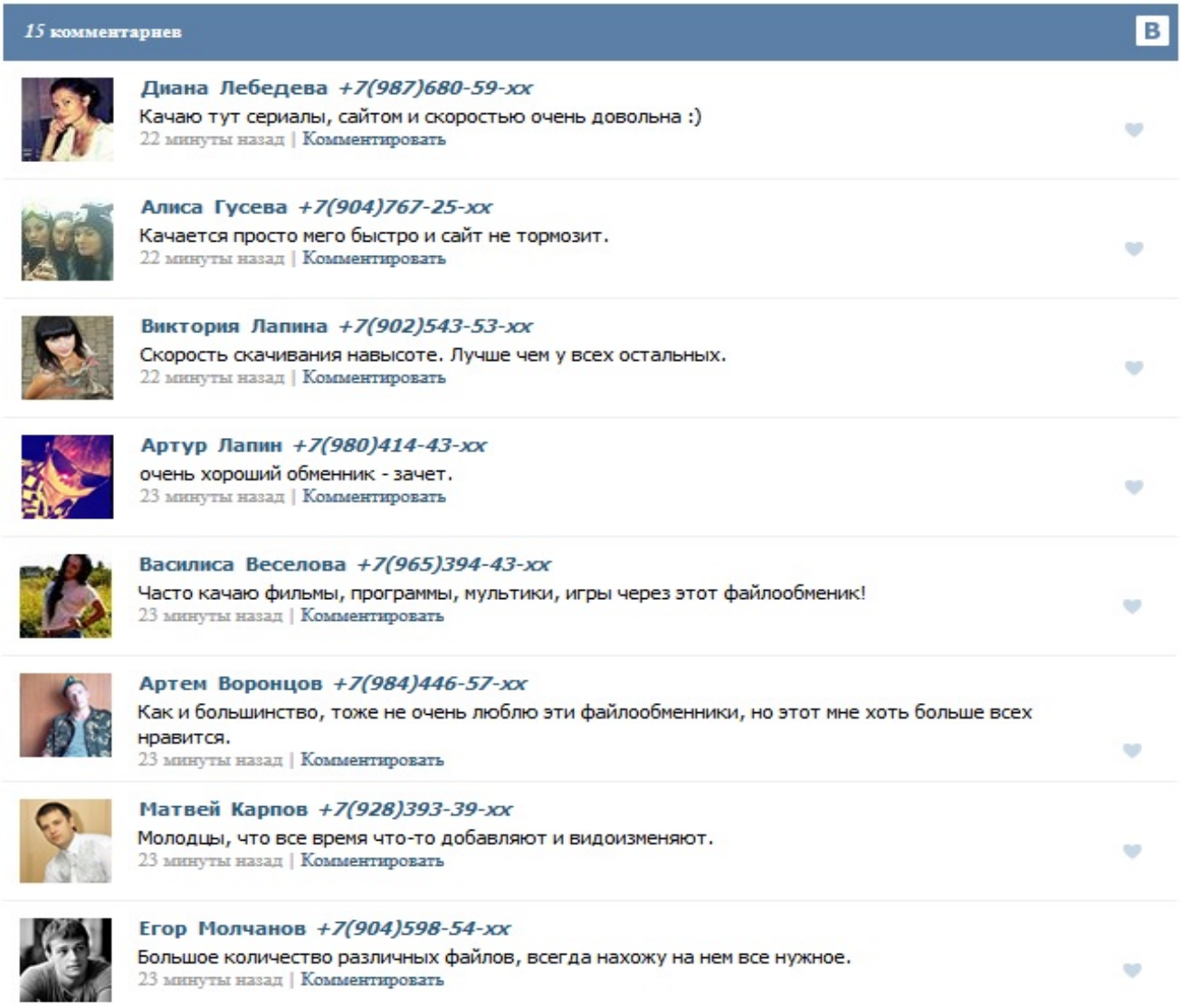бланк для составления резюме