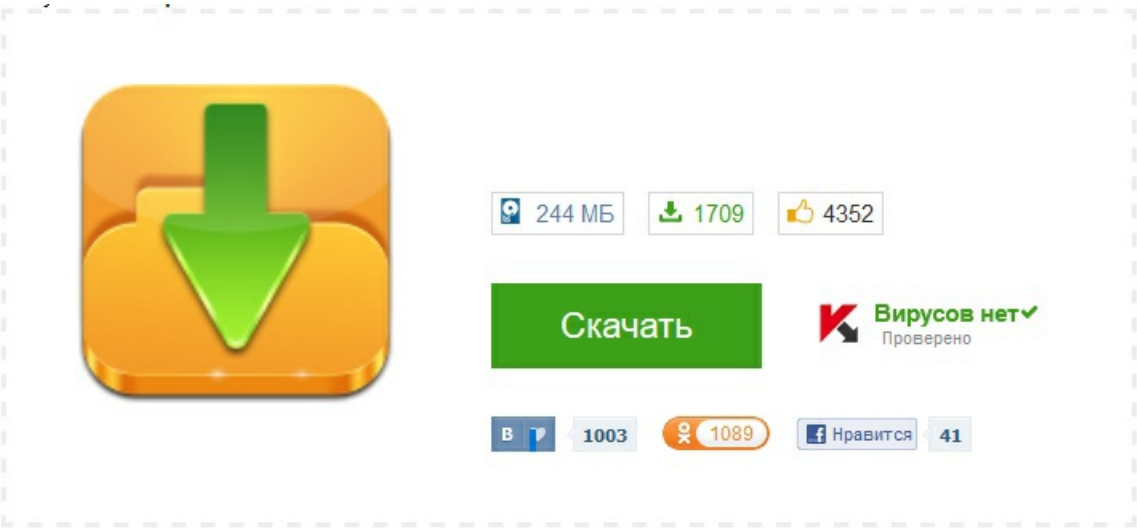бланк шаблон резюме