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| **Contact Information** | **Resume and Cover Letter Sent:** | **Phone Follow-Up:** | **Reply Received:** |
| **Name** | **Company** | **Date** | **Address** | **Date** | **Number** | **Outcome** | **Date** | **Method** | **Outcome** |
| **John Smith** | **JT Industry** | 10/26/18 | j.smith@jtindustry.com | 11.2.18 | 888-567-8543 | Left msg. | 11.6.18 | Phone | Interview 11.15.18 |
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