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| **Date**  **Applied** | **Company** | **Position** | **Contact** | **Phone** | **Email** | **Follow Up Date** | **Notes** |
| ***EXAMPLE***  *11/04/2012* | *Texas State Library* | *Library Assistant* | *Christopher McCoy* | *(512) 555-0356* | *chrismccoy@tsl.state.tx.us* | *11/11/2012* | *Submitted resume and cover letter* |
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