

Personal Contact Log

Date: _____

Time: _____

Institution/Organization:

Contact Person

Position

Phone # _____ Address



Potential Candidates

Name _____ Letter Sent _____ (Date)

Address _____

Phone # _____ Phone Contact _____ (Date)

Current Position _____

Interested in ETSU: Yes ___ No ___

Letter of Application, Resume, 3 References by return mail (Requested _____) (Date)

COMMENTS: _____



Name _____ Letter Sent _____ (Date)

Address _____

Phone # _____ Phone Contact _____ (Date)

Current Position _____

Interested in ETSU: Yes ___ No ___

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COMMENTS: _____
