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| **FAX** | |  |  |
| **To:** | Jane Westerfield | **From:** | Mary Huelsman-Walker |
| **Fax:** | (727)555-0048 | **Pages:** | 1 |
| **Phone:** | (727)555-0047 | **Date:** | 1.12.2016 |
| **Re:** | Career Tips for Students and Graduates | **CC:** | President Schultz |

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| |  | | --- | |  | | Urgent | |  | | --- | |  | | For Review | |  | | --- | |  | | Please Comment | |  | | --- | |  | | Please Reply | |  | | --- | |  | | Please Recycle |
|  | | | | | | | | | |
| **Comments:** | | | | | | | | | |

Jane: I know you are on leave, so I thought I would fax this Job Tips memo to you. We look forward to your return.