

[illegible]

OUTREACH SUMMARY CONTINUED

DATE	COMPANY/DEPARTMENT	CONTACT METHOD	CONTACT PERSON (if known)	PHONE # OR EMAIL	TYPE OF CONTACT MADE	NOTES AND DETAILS (i.e. Who was it sent to? How did you hear about it? Include links to posted jobs.)

RESULTS SUMMARY

Use this table to outline any replies from a company you received in response to an inquiry you made or application you sent. Do not include automated replies, only items that were directed specifically to you.

DATE	COMPANY/CONTACT PERSON	CONTACT METHOD	DESCRIPTION OF FEEDBACK (include as much detail as possible)	IS THIS LEAD STILL A POSSIBILITY FOR YOU?	NEXT STEPS REQUIRED? (if any)

If you would like the Internship Co-ordinator to follow up on any leads on your behalf, please include detailed instructions and contact information in your email with this form attached. All requests will be followed-up on within 2-3 business days. Please specify if a quicker reply is required.