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CORRESPONDENCE & APPLYING FOR THE INTERNSHIP

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Following up to an Application

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Correspondence by Phone

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R .I . Yo, leave a message,
dude, .

.A , , :
-Hello, Mr./Ms. (name of contact person), my name is (your name). I'm a (major) student at Webster University and I'm calling to speak about an internship with

#!

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E

. I :
- I'm having trouble hearing you. Can you hear me clearly? , Can you speak up?

. H :
- Thank you for spending time with me on the phone today talking about (the position). I enjoyed the conversation and have a better understanding of the position. I'd be interested in an on-site interview and would welcome the opportunity to further discuss my candidacy.