

**GETTING
YOU HIRED
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PROFESSIONAL VOICEMAIL SCRIPTS

Remember the 7 guidelines for leaving a professional voicemail.

1. Introduce yourself using your first and last name.
2. Reference what position you're calling in regard to.
3. Speak slowly and clearly.
4. Leave a call-back number.
5. Include a good time to reach you.
6. Keep it short.
7. End with a 'thank you.'

PRO TIP: Smile while you're talking - your voice will sound more pleasant.

VOICEMAIL SCRIPT 1

Hi, (Name of the Person Who Called), this is (Your First and Last Name). I'm returning your call about the (Job Title) position. You can reach me on my cell phone at (Your Phone Number). I'm free today from (Time) to (Time), and tomorrow from (Time) to (Time). Thanks again for giving me a call about the (Job Title) position, I'm really looking forward to learning more about it. Have a great day!

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VOICEMAIL SCRIPT 2 - WITH EMAIL

Hello, (Name of the Person Who Called), this is (Your First and Last Name), returning your call from earlier. I applied for the (Job Title) position, and would love to schedule a time to talk more about it. You can give me a call back at (Your Phone Number). I'm available after (Time) today, and from (Time) to (Time) tomorrow. If neither of those time frames work for you, you can also reach me by email at (Your Email Address, Spelled Out Slowly). I look forward to hearing from you soon. Have a wonderful day!

VOICEMAIL SCRIPT 3 - PHONE TWICE

Hi, (Name of the Person Who Called), this is (Your First and Last Name) calling in regard to the (Job Title) position. Sorry I wasn't able to answer your call earlier, but I'd love to talk with you about the position when you have time. I'm available today from (Time) to (Time), and tomorrow from (Time) to (Time). You can reach me at (Your Phone Number). Again that's (Your Phone Number). I look forward to talking with you soon. Have a nice day!

BEST OF LUCK!