Voicemail Etiquette—Putting Your Best Voice Forward

When leaving messages, have mercy on your listeners and do the following:

1. Speak slowly and leave your name and phone number at the beginning and the end of the message. [Also leave any additional identifying information such as your Red ID #.]
2. Limit your comments to one or two subjects to avoid rambling.
3. If you need action of some sort, pleasantly make the request. Voicemails that simply say, “Call me” fail to prepare the person properly to return the call.
4. If you may be unavailable when a recipient returns your phone call, let them know and encourage them to leave a detailed message for you, or list a date and time that you can be reached.

Sample of a Professional Voicemail:

“Hi, this is Karen Smith with Adcombe at 212-555-1234. I’m calling to let you know that we have received your package and will have a response to you by Friday. If you have any questions, please call me. Again, Karen Smith with Adcombe at 212-555-1234.”

Don’t Miss February’s Career Services Workshops & Events!

2/4—Internships 101 (Career Services 12:00 pm—1:00 pm)
2/4—Job Search Success (Career Services 1:00 pm—2:00 pm)
2/11—Rock Your Resume (Career Services 1:00 pm—2:00 pm)
2/13—Career Fair Success (Career Services 11:00 am—12:00 pm)

2/20 SPRING CAREER & INTERNSHIP FAIR
10:00 AM—2:30 PM—AZTEC STUDENT UNION—MONTEZUMA HALL