

**Voice Mail Greeting Etiquette - Your voice-mail greeting is a reflection of you.**

When creating a personal voice-mail greeting, you might be inclined to get creative and use a message that's uniquely "you." However, what if a prospective employer gets your answering machine? Would you want one of them to hear that message? By following a few etiquette rules, you can make sure your voice-mail greeting is a professional representation of you. Remember, your voicemail greeting is very important, as it is the first contact people have with you.

**1. Name First**

When someone gets your answering machine, they want to be sure they have dialed the correct number. Start your greeting with an introduction that includes your full name. Saying, "Hi, this is Katie" may not be enough for someone who doesn't know you well, so substitute it with a polite "Hello, you have reached Katie Walsh." If you are using the number for work purposes, also make sure to include your title. Continuing with the above example, the following would be appropriate: "Hello, this is Katie Walsh, paralegal with the Smith Law Firm."

**2. Speak Clearly**

You don't have to enunciate every syllable perfectly, but it is important not to slur and to speak at a normal pace. It is also important to use formal language. Do not begin your message with "Whazzuuup" or close it with "Peace out." Use proper phrases, such as "hello" and "good-bye," to open and close your voice-mail greeting.

**3. Time Frame**

It is important to give people listening to your message confidence that you will return their call. One way to do this is to add a rough time frame to your message, detailing when you will be able to call them back. You can give an hourly window such as "within the next 24 hours," or you can keep it vague with "at my earliest convenience." In any case, this conveys that you will contact callers soon, which will encourage them to leave a message.

**Acceptable Voice Mail Greetings**

"Hi, this is (name). I'm currently unable to take your call. Please leave your name, phone number, and a brief message, and I will contact you as soon as possible. Thanks."

"Hello, this is (name). I'm sorry I cannot take your call right now. Please leave a detailed message at the tone along with your name and telephone number. I will return your call as soon as I return. Thank you."

"This is (name), I'm currently not here to receive your call. Please leave your name, phone number, and a brief message, and I will call you back as soon as possible. Thank you."

**\*I have read the above information, and agree to make sure my voice-mail is a professional representation of who I am. I further understand, that failure to take this advice, may decrease my chances for employment.**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_