# Voicemail Scripts

If your current voicemail messages don’t fit the standards we are suggesting, we recommend you change them. Here are some suggestions. It is important to keep it short and to the point. It is preferable that the job seekers voice is the one being recorded on the message.

Remember: While recording your message, stand up, smile and create a positive attitude in your voice and the manner in which you project your tone. Once you have done your recording, listen to your message to ensure it is a good one. If not, do it again until you are happy with it.

## Home Phone

Hi! This is the [Last Name] family. We are sorry that no one is available to receive your call. Please leave your name, telephone number, and a detailed message and we will call you back as soon as possible.

## Cell Phone

Hi! This is [Name]. You have reached my cell phone and I’m not available to receive your call. Please leave your name, telephone number, and a detailed message and I will call you back as soon as possible.

## Work Phone

Thank you for calling [Company]. This is [Name]. I am in the office today, but currently away from my desk or on another call. Please leave your name, telephone number, a detailed message and I will call you back as soon as possible.