# SAN DIEGO STATE UNIVERSITY DEWS WAIV

#### February 2014

## **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 Adcomine 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 Adcomine 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

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