



7 Tips to Help You Record the Perfect Voicemail Message

When was the last time you listened to the voicemail greeting on your mobile or office phone?

A professional voicemail greeting positions you as an authority with credibility and helps build trust. A flippant or outdated recording can be seriously career limiting.

If you haven't recorded a new voicemail greeting since your last promotion, your last annual performance review or your last birthday, it's probably time to do so.

Creating a voicemail message

Your voicemail message should be professional and free of unnecessary fillers and banter (we know you are "unable to come to the phone right now" ... otherwise we would be talking to you).

The structure can vary depending on your situation, yet brief and useful is the objective.

Here's a sample script for your voicemail message:

"Hello, this is [your first name and surname] at [company]. Thanks for calling. Please leave your name, number, and a short message, and I'll get back to you. Thank you."

Recording a voicemail message

1. Stand Up
2. Warm up your voice
3. Look towards the middle distance
4. Do two or three trial runs using your script (remember to use your full name)
5. Take three deep slow breaths, and record
6. Wait at least 24 hours and listen to your voicemail message
7. Repeat if needed

Now is the perfect time to update your voicemail greeting – it's super important that your voicemail message matches your personal brand so that people everywhere will be impressed by you.

Be the obvious choice to the C-Suite.



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