Voicemail Greeting

You have reached \_\_\_\_\_\_ (your name) at \_\_\_\_\_\_ (your business). Thank you for your call. Please leave your name, number, & message…

**1.** …and I’ll call you back as soon as I put this fire out.

**2.** …and I’ll return your call as soon as possible. I would have answered, but I was already on the phone with Bill Gates—I swear.

**3.** …Sorry I missed your call. If you’re a telemarketer, then I’m definitely not sorry. If you’re not a telemarketer, then I’ll return your call as soon as possible.

**4.** …If your phone has a gangsta rap ring-back tone, then I might wait for you to answer.

**5.** …I would thank you for calling, but I haven’t heard what you have to say yet.

**6.** …If you’re Natalie Portman, call my emergency line. (Insert your celebrity crush here).

**7.** …You can also reach me by text, email, Gmail, my other Yahoo! email or Hotmail, Facebook, Twitter, LinkedIn, Google+, my website, or my girlfriend’s cell.

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Doing it straight may be the best route to take, and this is always a great way to show your professionalism. Remember to keep it brief and get right to the point.

**1.** You have reached \_\_\_\_\_\_ (your name) at \_\_\_\_\_\_ (your business). Please leave your name, number, a brief message, and I’ll return your call as soon as possible.

**2.** You have reached \_\_\_\_\_\_ (your name) at \_\_\_\_\_\_ (your business). I’m sorry, but I’m momentarily tied up. Please leave your name & number, and I’ll get right back to you.

**3.** You have reached \_\_\_\_\_\_ (your name) at \_\_\_\_\_\_ (your business). Thank you for calling. I apologize for the inconvenience, but if your leave your name, number, and message, I will return your call as soon as possible.

**4.** You have reached \_\_\_\_\_\_ (your name) at \_\_\_\_\_\_ (your business). Sorry I missed your call. If you’re hearing this, then I’m especially busy today, but I’ll return your call as soon as possible. Please leave your name, number, and message. Thank you!

**5.** You have reached \_\_\_\_\_\_ (your name) at \_\_\_\_\_\_ (your business). I’m sorry, but I was unable to take your call at the moment. Please leave me your name, number, and message, and I’ll call you back at the earliest opportunity. Thank you.