





## Sample First Voicemail

Good morning (Ms. / Mr.) \_\_\_\_\_, this is \_\_\_\_\_ to follow up on an email I sent. I am calling because  
(last name) (your name)  
I learned that your company does \_\_\_\_\_ and I believe I can contribute based on past experience.  
(something you can contribute or be relevant to)

Let me explain:

(Insert **WIFM** commercial speech from Page 9.)

Even if you do not have any job openings currently I am confident that an introduction would be a valuable use of your time. You never know what you will need in the future, and with my experience in \_\_\_\_\_ at the very least I will be able to offer  
(relevant industry | relevant department)  
you some valuable insights. My name again is \_\_\_\_\_ and my number is \_\_\_\_\_. Again, my number is  
(phone number) \_\_\_\_\_. I hope that you have a wonderful day.  
(phone number)

Use a variation of the first voicemail script for your follow-up email, but include a bit more about what impresses you about the company and include the following P.S. *If you do have a current opening and would like to see a copy of my resume, let me know and I would be happy to provide that.*

“They are absolutely amazing!! They matched my resume and qualifications with a wonderful, reputable company; they prepared me for the interview, attentively stood beside me and supported me in my job search by being in constant contact with me.”

– L Babayants, Residential Counselor/Therapist, Rosemead, CA